



# ENROLLMENT VERIFICATION

**\*\*\* IMPORTANT NOTICE TO SCHOOL OFFICIAL COMPLETING THIS FORM \*\*\***

In order for the student to participate, he or she must be enrolled in a degree program and must have completed freshman year by the start of the internship session for which he or she is applying. Please call (202) 467-0893 if you have any questions regarding this form.

This is to certify that \_\_\_\_\_ is currently a student  
(Print Name of Student)

enrolled at \_\_\_\_\_. The student is  
(Name of College or University)

classified as a FRESHMAN – SOPHOMORE – JUNIOR – SENIOR – GRADUATE in their studies leading to a(n)  
(Please Circle One)

ASSOCIATES – BACHELORS – MASTERS/ PhD degree in \_\_\_\_\_.  
(Please Circle One) (Major)

The student's anticipated graduation date is \_\_\_\_\_.  
(MM/YYYY)

The student will be enrolled for the upcoming term from \_\_\_\_\_ to \_\_\_\_\_.  
(MM/YYYY) (MM/YYYY)

This petition was completed on behalf of the above student on \_\_\_\_\_.  
(Today's Date)

**\*\*\*Please note that we may contact you to verify this information\*\*\***

**REQUIRED**

\_\_\_\_\_  
Name & Title of School Official Completing this Form (Please Print)

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Mailing Address

( )  
Phone Number Ext.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City, State Zip

(School Seal)

Once completed, the student must scan and upload this form to his or her online application. Please *do not* mail this form to our office.

**THE CHAMPIONS OF HISPANIC SUCCESS IN HIGHER EDUCATION**

HACU National Internship Program ~ Phone: (202) 467-0893 ~ hnip@hacu.net ~ Web site: [www.hacu.net/hnip](http://www.hacu.net/hnip)

## **Tips for Submitting a Valid Enrollment Verification**

In order for an enrollment verification to be considered *valid*, it must supply the following three things:

- 1) **current class level:** your class level must be expressly indicated (i.e. it must say freshman, sophomore, junior, senior, graduate, or indicate that you are pursuing a Masters or PhD degree)
- 2) **anticipated graduation date:** we ask for this to ensure that you will still be enrolled during the internship session; if your school cannot provide an anticipated graduation date for any reason, we can also accept a form that shows that you will be *enrolled* for the upcoming semester (even if you are not taking classes) as long as it also shows your class level and proof of validation by your institution
- 3) **proof of validation by institution:**
  - a. If you submit a HACU-issued enrollment verification, it *must* supply your school's official seal/stamp; a raised seal can be made discernable in the scanned and uploaded form by going over it lightly with a pencil.
  - b. If you submit an enrollment verification issued by your university, it must either be printed on heat-sensitive security paper OR university letterhead.

NOTE: If you are unable to obtain an enrollment verification that meets the above three criteria, you may have an academic advisor write a brief letter on your behalf verifying your class level and anticipated graduation date (or dates of upcoming enrollment in lieu of a graduation date). If you do this, the letter must be drafted on university letterhead, and your advisor must include his or her business card. You can then scan the letter (with attached business card) and upload that as your enrollment verification. DO NOT attach a university bill or any enrollment information copied and pasted from a student account into a Word Document.