

Enrollment Verification Methods

Please read about all of your available verification options prior to submitting a Verification of Enrollment request. There is a fee for Verification of Enrollment requests that are completed by the Office of the Registrar, but there are several **free options** that may meet your needs.

National Student Clearinghouse

The National Student Clearinghouse (NCS) is a service that students can access to obtain an enrollment verification **at no charge**. To access; login to **MyOSU** (<https://myosu.oregonstate.edu>), choose the Student tab, and under My Student Stuff, select “Enrollment Verification”. You will be routed to the NSC’s site. Choose “Current enrollment” to obtain verification of the current terms enrollment or choose “All” to obtain verification of your enrollment history at OSU. Once you have made your choice click “Obtain an Enrollment Certificate.” The certificate will load. Print the certificate and provide it to whomever requires verification of your enrollment. Terms prior to Spring 2000 are not available via the NSC. Transcripts may be used by students needing verification of enrollment for terms prior to Spring 2000.

Printed Copy of Student Schedule

As soon as you have enrolled in courses for a term, you may print a copy of your schedule to provide as proof of enrollment

Transcripts

Students who have completed one or more terms at OSU have an academic transcript which will include any currently enrolled/in progress courses. Official transcripts can also be provided as verification of a degree earned.

- To print an **unofficial transcript** login to **MyOSU** (<https://myosu.oregonstate.edu>), choose the Student tab and under My Student Stuff, select “My Transcripts”.
- If you require an **official transcript**, login to **Online Services** (https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin) and use the Request Printed/Official Transcript option to order an official transcript.

Specialized Forms and Other Requests Requiring a Verification of Enrollment Request Form

Students in need of a verification of enrollment that includes information not provided by the above mentioned methods of enrollment verification may obtain verification of available information directly from the Office of the Registrar. Verification services from the Office of the Registrar are subject to the published verification of enrollment **fee** and require **3 business days to process**. To request a verification, submit a completed and signed Verification of Enrollment request form (provided below) to the Office of the Registrar.

If the box is checked for the **Include my anticipated date of graduation**, the criteria follows:

- a. Students with applications to graduate on file: actual date is used;
- b. Students with no application to graduate on file, data tables from the National Student Clearinghouse are used to determine a future date



Return to:

Office of the Registrar

Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130

T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | <http://oregonstate.edu/registrar>

Verification of Enrollment

A \$15.00 fee will be charged to your student account. Enrollment information may also be obtained from National Student Clearinghouse or with an official transcript at no charge. Verification takes three business days to process. **There is no RUSH service for verifications.**

Name: _____ OSU ID #: _____
Last First Middle

☐ Pick-Up (No address)

☐ Mail-Out (Write address below)

Name: _____

Address: _____

City/St/Zip: _____

Signature Date

☐ Include my anticipated date of graduation.

Specialty Verifications:

☐ Method of Study

☐ Proof of Non-Attendance

☐ Verification of Letter Grade

Course

Term