

Enrollment Verifications are official documents issued by the University Registrar. An Enrollment Verification may be obtained online through the MyFIU Student Center (<http://my.fiu.edu>), in person at the **OneStop Office, Modesto A. Maidique Campus, PC 130; Biscayne Bay Campus, AC1 100**, or by emailing your completed form with a valid copy of photo identification to **fiuverify@fiu.edu**.

Enrollment Verifications that are obtained online or in person typically contain the following information:

Name	Social Security Number	Major/Program	Dates of Attendance
Panther ID	Status(full time, part time, etc.)	Degree Earned	GPA

Please submit this form **ONLY if you require additional information** that is not included in our standard Enrollment Verification. This form should be submitted directly to the OneStop Office with a copy of a Photo ID. **Telephone requests are NOT accepted**. If you have a third party form that requires enrollment information, please attach your third party form to this request.

**Enrollment Verification requests MUST be submitted after the Add/Drop Period for the term that the enrollment information is requested.** Processing time is approximately 3-5 business days; however, this may increase during peak enrollment periods.

Name: \_\_\_\_\_ PID: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ FIU Email: \_\_\_\_\_ SSN: \_\_\_\_\_

**Part One:** Please indicate the type of verification and/or the additional data to be included:

- I am requesting a letter of Non-Attendance.
- I am requesting an enrollment verification that includes the following additional information that is not included in the standard Enrollment Verifications obtained online or in person:  
 \_\_\_\_\_  
 \_\_\_\_\_
- I am requesting that the attached third party form be completed.
- I am requesting that the attached in-school deferment form be completed.

**Part Two:** Please indicate the delivery method for your completed verification:

- I will pick up my completed verification.
- I authorize \_\_\_\_\_ to pick up my completed verification.
- Fax** my verification to \_\_\_\_\_ **(include name and fax number)**.
- Email** my verification to \_\_\_\_\_.
- Mail** my verification to the following address: \_\_\_\_\_  
 I have included a **pre-paid, addressed envelope**. \_\_\_\_\_  
 \_\_\_\_\_

I authorize Florida International University to release the information requested on this form. I have attached a copy of my Photo ID and my third party form (if applicable) to this request. I understand that Enrollment Verifications are completed in the order received after the Add/Drop period for the term that the enrollment information is requested.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Received:

**For Office Use Only**

Accepted By: \_\_\_\_\_  
 Processed By: \_\_\_\_\_  
 Picked Up/Sent By: \_\_\_\_\_