

### Student Account Verification

This form should be used to request specific detail on your Student Account, such as invoice or payment transactions. If the requested information is available on Student Information Online (SIO), the Student Accounts Office may request that information be obtained from the SIO website. Please allow 3-5 days for processing. Completed documents will be emailed to the Andrew email address and alternative email address listed below. For more information, visit [www.cmu.edu/hub/billing](http://www.cmu.edu/hub/billing). **Before completing this form, you must first save it locally. Submission instructions are at the bottom of this form.**

#### STUDENT INFORMATION

Name: \_\_\_\_\_

Andrew ID (*if known*): \_\_\_\_\_

Personal Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

*Street Address 1*

*Street Address 2*

*City, State, Zip, Country*

#### ADDITIONAL INFORMATION

Date of Request: \_\_\_\_\_

College Attended at CMU: \_\_\_\_\_

#### INSTRUCTIONS

Semester(s) to be included: ☐ Fall ☐ Spring ☐ Summer All ☐ Summer 1 ☐ Summer 2 Year: \_\_\_\_\_

Information to include on verification document (*check all that apply*):

☐ Dining Fees

☐ Payments & Other Credits

☐ Other:

☐ Housing Fees

☐ Posted Scholarships/Grants/Aid

☐ Insurance

☐ Refunds

☐ Mandatory Fees

☐ Tuition

Specifications/Instructions:

After you save this form locally and then complete it, click the SUBMIT button above to send directly to [student-accounts@andrew.cmu.edu](mailto:student-accounts@andrew.cmu.edu). You may also submit the form directly to The HUB, located in the lower level of Warner Hall, or fax it to 412-268-6651.