

# UNIVERSITY OF MINNESOTA CROOKSTON

## REQUEST FOR ENROLLMENT CERTIFICATION

### DIRECTIONS

To ensure prompt processing, provide all information requested. If you are a current student, check your online enrollment summary to be sure that everything you want to have certified is currently listed; certification requests are not held for missing information. Fill out one request for each address you are sending certification letter(s) to or attach a sheet listing additional addresses.

There is no charge for regular service (**allow 1-2 work days for processing**).

**The Office of the Registrar will only certify coursework taken at the University of Minnesota.**

### SECTION A. Mailing Address to Send Certification Letter

Please provide the name and complete mailing address where you want your certification(s) sent.

--

### SECTION B. Student information

Name (last, first, middle initial)	Social Security number (last four digits only):	Student ID number
Current mailing address (street or P. O. box number, apartment number, city, state, and ZIP Code)		Daytime phone number

### SECTION C. Type of information requested

<input type="checkbox"/> Verification of attendance	<input type="checkbox"/> Degree
<input type="checkbox"/> Most recent term GPA and credits	<input type="checkbox"/> Degree GPA (GPA as of date your degree was conferred. Available for undergraduate degrees only)
<input type="checkbox"/> Cumulative GPA and credits	<input type="checkbox"/> Social Security Number
<input type="checkbox"/> Expected graduation date (You must specify date or term/year _____)	<input type="checkbox"/> Most recent term
<input type="checkbox"/> Birthday	<input type="checkbox"/> All dates

### AUTHORIZATION FOR RELEASE

STUDENT SIGNATURE (required to release certification)

Date

--	--

### OFFICE USE ONLY:

--

Office of the Registrar, University of Minnesota, Crookston, 2900 University Ave., Crookston, MN 56716-5001  
[UMCREG@umn.edu](mailto:UMCREG@umn.edu), 218-281-8548, FAX 218-281-8549

To request copies of this form in an alternative format, please call the Disabilities Services liaison at 218-281-8587.  
The University of Minnesota is an equal opportunity employer and educator.