



**ENROLLMENT VERIFICATION LETTER REQUEST FORM**

**PLEASE PRINT CLEARLY**

**(Form may be faxed to 253-964-6427, Attn: Registrar's Office)**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(last) (first) (m.i.)

Student Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Enter **Year** needed verified: Fall 20\_\_ Winter 20\_\_ Spring 20\_\_ Summer 20\_\_

Extension Site: Ft Steilacoom/Puyallup\_\_\_\_ Ft Lewis/McChord\_\_\_\_

Number of credits enrolled for quarter being verified: \_\_\_\_\_ **(Please note: Full-time = 12 or more credits)**

Reason for verification: \_\_\_\_\_

**\*\* Please note:** Pierce College can process requests for present and past quarters. Verifications for present quarters will be processed after the 10th day of instruction (8th day during Summer) for Ft. Steilacoom/Puyallup and the 5th day of instruction for the Ft.Lewis/McChord extensions. Please allow up to 3 business days for processing.

**\*\* Please provide:** Any additional instructions for information that needs to be provided in the letter. Our standard letter includes verification of the number of credits in which a student is enrolled in a given quarter and whether that constitutes full-time or part-time enrollment. Any further information, i.e. listing of specific courses, inclusion of a social security number, etc., must be specifically requested here:

\_\_\_\_\_  
\_\_\_\_\_

Please provide either a phone number or e-mail address where we may contact you with questions:

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Will you be picking up the letter? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please provide an address or fax number where the letter can be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_

*By signing this block, I agree to all stipulations regarding enrollment verification processing as indicated on this form.*

*If you have any questions regarding enrollment verification, please contact the Registrar's Office at Ft. Steilacoom, (253)964-6622, or the Registration Office at Puyallup, Rm. 119, (253)840-8402 .*

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For Office Use Only

Credit load check \_\_\_\_\_

Initials \_\_\_\_\_

Date \_\_\_\_\_

## ENROLLMENT VERIFICATION PROCEDURES

**Please Note:** A student must be enrolled in a minimum of 12 credits in a given quarter to be considered a full-time student for **enrollment purposes**. This means that **any student** who wants the Registrar's Office to verify their enrollment at Pierce College as a full-time student, must be in 12 credits (half-time is 6 credits). The definition of "full-time" may vary for outside agencies, such as Financial Aid, Insurance, VA, etc. It is the student's responsibility for knowing the enrollment status requirements of any sponsoring agencies.

**The following procedures are listed for specific enrollment verifications. Please read the procedures under the type of enrollment verification that applies to your request:**

X **Scholarship Letters-**

1. Register for classes at your designated time. (*You **must** register for classes before submitting your request.*)
2. Submit an enrollment verification request with any scholarship contact information or forms. We will verify your registration for classes prior to the add/drop deadline in order for you to receive your scholarship funds.

X **Loan deferments** - Most federal loan programs (i.e. Federal Family Education Loans (FFEL), Federal Direct Stafford/Ford Loans, Supplemental Loans for Students (SLS), PLUS Loans, Consolidation Loans, Federal Perkins Loans, and Federal Direct Unsubsidized Stafford/Ford loans) require you to submit a loan deferment form from your lender to your school. The Registrar's Office will begin processing deferment forms **after the add/drop period** for **present** and **past** quarters **only** [*5th day of instruction at Ft. Lewis/McChord; 10th day of instruction at Ft. Steilacoom/Puyallup (8th for Summer Quarter)*]. You **must** be enrolled in at least **6 credits\*** to be eligible. For other types of loans, please contact your lender for details regarding eligibility.

X (*Note: Twice a quarter, enrollment status for all students taking classes through the Fort Steilacoom and Puyallup campuses is reported electronically to the National Student Clearinghouse who will verify your eligibility and report your enrollment status to your lender and the Department of Education. \*The Dept. of Education requires enrollment in 6 credits or more to be eligible for loan deferments. Enrollment through the military sites is NOT electronically reported due to multiple start/end dates which confuse the Clearinghouse system. Students taking any classes through the military sites must submit an Enrollment Verification Request Form along with any In-School Deferment Forms in order to have their enrollment information shared with their lenders. They must also supply an accurate address and/or fax number for their lender. )*

X **Military ID cards** - You must be enrolled full-time (12 or more credits) to be eligible. Requests will be processed for **present** and **past** quarters only. Requests will be processed **after** the add/drop period at the campus you are attending (*10th day of instruction at Ft. Steilacoom/Puyallup; 5th day of instruction at Ft. Lewis/McChord*). An anticipated graduation date will be included in the letter. Anticipated graduation dates are not official. *If there is an urgent need for verification prior to the add/drop deadline for the quarter, we will process a letter verifying registration for the Quarter. It states that you have **registered** full-time, but an official verification of enrollment is not possible until after the add/drop deadline has passed and that the college will not be held responsible for any changes you make to your schedule prior to the add/drop deadline. It has been our experience that the Military ID card center accepts these "registered" letters for ID card renewal purposes.*

X **Good Student Discounts for auto insurance** - To be eligible for a good student discount, you must be enrolled full-time for the current quarter, and for the quarter immediately preceding the request, you must have completed the quarter enrolled as a full-time student (12 or more credits) and maintained a minimum GPA of 3.0 for that quarter. Eligibility requirements may vary slightly for each insurer, so be sure to read your Good Student Discount form before submitting.

X **Enrollment Verification forms** - Forms submitted from insurance companies and other agencies requiring verification of current enrollment will be processed **after the add/drop period** at the campus you are attending. Enrollment for past quarters will be processed within 3 business days. Enrollment Verification Letter Request forms **may** be processed before the end of the add/drop period as unofficial "registered" letters, depending on your circumstances.

