



Request for Verification
Office of the Registrar

Only students who have a separate form requiring verification other than enrollment or degree may submit this form with the attachment for processing.

Enrollment Verification: All enrolled students, including International students, may obtain enrollment verifications through self service in MyCSUEB.

Degree Verification: Can be obtained at www.degreeverify.org. CSU East Bay has authorized the National Student Clearinghouse to process degree verifications for CSU East Bay.

Third parties may obtain enrollment or degree verifications at www.studentclearinghouse.org

Title of Attached Form: \_\_\_\_\_

Student Name: \_\_\_\_\_ Net ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
Street City State Zip

Horizon E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Letter: \_\_\_\_\_
(i.e. verification of enrollment, degree verification etc.)

State nature of request and any special details if applicable: \_\_\_\_\_

Delivery Information

Your request will be processed within 7 business days. Please select from the following:

- Student will pick up letter at the Enrollment Information Center in the Student Administration Building
Mail letter to address listed above
Mail letter to address listed below

Attention To: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_
Street City State Zip

Fax To: \_\_\_\_\_

Student Signature: \_\_\_\_\_

For Office Use Only: [ ] Approved Processed by: \_\_\_\_\_ Date: \_\_\_\_\_
[ ] Not Approved \_\_\_\_\_