



Eastern Florida
STATE COLLEGE

REQUEST FOR ENROLLMENT VERIFICATION

Office Use Only:

B: _____
Admit Year: _____
Received by: _____
Received Date: _____
Student ID Verified: _____

Please allow 3 business days after receipt of request for processing. Enrollment verifications will not be processed until after the add/drop date, so that may add additional processing time. Information will be reported based on your academic record as of the date prepared.

PLEASE SUBMIT A SEPARATE FORM FOR EACH REQUEST. PRINT LEGIBLY IN BLACK OR BLUE INK.

Student ID Number _____ **Or** Last 4 digits of SSN _____ Date of Birth _____
Last Name _____ First Name _____ Middle Initial _____
Other Names _____

Verify Enrollment For: Term (ex: Fall 2017) _____ All Terms (Enrollment History)

Purpose: *Select all that apply* Military ID Insurance Verification that I never attended EFSC
International/Embassy (Mailed directly to embassy)
Other (Please explain) _____

In addition to my name, please include the following information:

My Social Security Number: _____
Enclosed Form _____
Expected graduation date, which is: _____
Other: _____

CHECK the appropriate box *Note: You will be called when document is ready for pick up.*

Mail Enrollment Verification to address listed below:

Is this your home address? Yes No If Yes, we will update your records

Name/Institution/Agency _____
Attention to / Room # _____
Address _____
City/State/Zip _____

I will return to pick up the Enrollment Verification. **(Photo ID required)**

Optional 3rd Party Pick-up: I authorize the person named below to pick up enrollment verification **(Photo ID required)**

**THIS REQUEST WILL NOT BE PROCESSED IF NOT COMPLETE OR IS NOT SIGNED.
PHOTO IDENTIFICATION MUST ACCOMPANY THIS FORM IF MAILED, FAXED OR EMAILED.**

Daytime Phone number: _____

Signature: _____ **Date:** _____

We are unable to process your verification request for the following reason:

Financial Obligation 321-433-7615 for assistance
Library Obligation 321-433-7250 for assistance
Other _____

Please re-submit your request after you have satisfied your obligation to the college.