



**STUDENT VERIFICATION REQUEST**

**This form is only to be used by students initiating verification requests. Please return this form to the Registrar’s Office, 6000 J Street, Lassen 2000 Sacramento, CA 95819-6056, or fax to (916) 278-6453 Attention: Verifications, or scan and email as a .pdf attachment to [reg-verification@csus.edu](mailto:reg-verification@csus.edu) Subject: Verification for (your name).**

**Note: processing time is 2-7 business days.**

**Third-parties must use National Student Clearinghouse for verifications at [http://www.studentclearinghouse.org/vs\\_portal.php](http://www.studentclearinghouse.org/vs_portal.php).**

Name \_\_\_\_\_ Student ID/Last 4 digits of SSN \_\_\_\_\_  
Last (at time of attendance) First MI

Other Names Used \_\_\_\_\_ Date of Birth \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Check all that apply:**

- Degree
- Enrollment for current semester
- Third-party verification form (loan deferment form, Cal Grant GPA verification form, etc) – please attach as a second page to your fax request
- Dates of attendance for past semesters (state which semesters in “other instructions” section below)
- Academic level (freshman, sophomore, junior, senior, graduate, credential, or doctorate)
- Academic standing (good standing, probation, disqualified, etc)
- Cumulative GPA (CSUS + transfer GPA)
- Expected graduation date (if you have not yet applied to graduate, the system default date will be used)
- Units completed to date (CSUS + transfer units)
- Non-attendance/Non-enrollment
- Other (please fill out “other instructions” section below)

**Please send this information to:**

Fax to: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Attention to: \_\_\_\_\_

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other instructions:

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**(REQUIRED)**

**\*\* Electronically verified signatures will NOT be accepted. Signature provided must be in your own handwriting.**