



STUDENT VERIFICATION REQUEST

This form is only to be used by students initiating verification requests. Third-parties must use National Student Clearinghouse <http://www.studentclearinghouse.org> for verifications.

**Please scan and email this form as a .PDF attachment to the Registrar’s Office to reg-verification@csus.edu
Subject: Verification for (your name) or fax to (916) 278-6453 Attention: Verifications**

Note: processing time is 2-7 business days. Please include all requested information and delivery instructions on this form. We are not able to make changes after the request has been completed.

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 (check all that apply):

Fax to: (____) _____ Email 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.**