

Enrollment Verification Letter Request

The Registrar's Office will be happy to process your request to produce a written enrollment verification letter. Please complete the information below and allow up to 10 business days for processing. The letter will be produced on Burlington College letterhead and will bear the College seal and original signature of the certifying official. It will be mailed to the address specified below; requesting parties are responsible for faxing copies to recipients.

Required Information (Please Print)

Student Name: _____
First and Last. If enrolled under a different name, please supply.

Phone Number: _____
Used to contact student if problem encountered or questions

Recipient Address: _____

Must supply mailing address or letter will be left in student mailbox on campus.

Student's Signature: _____

While many of the details below are considered 'directory information' and may be released without your express permission, your signature is required to produce a written enrollment verification letter.

Please check details for inclusion.

Social Security Number: _____
Optional. It will be noted on the verification letter if supplied.

Dates of Attendance.
This is limited to specific semester start date through final evaluation deadline. Enrollment is only certified on a semester basis, not for academic year.

Major: _____

Expected Graduation Date: _____
Will confirm with academic advisor.

Number of semester enrolled credits.
Will appear with definition that full-time status is 12 or more credits.

Non-standard items

Statement: "Student insurance plans are not offered by Burlington College."

Academic Progress
Cumulative Completion Ratio will appear with definition that satisfactory academic progress is reflected by a cumulative completion ratio of at least .75

Total number of credits earned