Online Student Verification Requests
University of Utah ~ Office of the Registrar

Students may now request student record verifications online through the Campus Information Services (CIS). See below for student instructions to request a verification or invitation letter.

**Step 1:** Log in to CIS and select the “Student” tab.

**Step 2:** Locate the Student Records box, and select the “Self-Service Verification Request” link.

**Step 3:** Select the appropriate verification needed and the delivery method.

- If **Enrollment Status** is selected, an enrollment certificate is immediately generated by the National Student Clearinghouse.
- All other verification requests are received and processed by the Verifications Division in the Registrar’s Office.

**Please indicate verification needed:**

- [ ] Enrollment Status
- [ ] Current Address on record
- [ ] Degree(s)/Major(s) in progress
- [ ] Degree(s)/Major(s) completed
- [ ] Anticipated Graduation
- [ ] Current Class Schedule
- [ ] Class Standing Level (Fr/So/Jr/Sr/Gr)
- [ ] Cumulative GPA
- [ ] Invitation to Campus (International Students)

Delivery Method (Please allow up to 3 business days for processing):

- [ ] Mail
- [ ] PDF
- [ ] Fax
- [ ] Pick up

Submit Verification Request

Any questions regarding the online requests should be directed to the Verifications Division in the Registrar’s Office.

Website: [http://registrar.utah.edu/transcripts/record-verification.php](http://registrar.utah.edu/transcripts/record-verification.php)

Email: verifications@utah.edu

Phone: (801) 581-5808

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