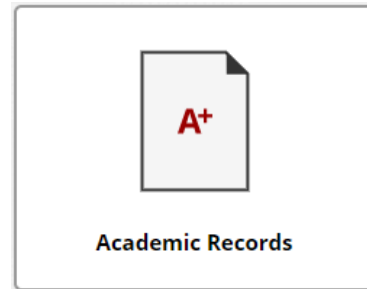


Online Student Verification Requests

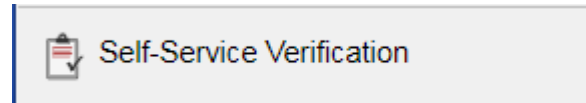
University of Utah—Office of the Registrar

Students may request record verifications online through 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 “Academic Record” Tile



Step 2: Select the “Self-Service Verification Request” option



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.

[For all other verifications, please order your official transcript.](#)

Please indicate verification needed:

- Enrollment Status
- Degree(s)/Majors(s) in progress
- Anticipated Graduation
- Class Level (Freshman/Sophomore/Junior/Senior/Graduate)
- Invitation to Campus (International Students)

Delivery method:

- Mail Umail 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>

Email: verifications@utah.edu

Phone: (801) 581-5808