



# Verification of Student Records Request

The University of Utah

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •

801-581-8965 • [verifications@utah.edu](mailto:verifications@utah.edu) • Student Services Bldg, Window 16

This document is accessible when opened in Adobe Reader. [If you do not already have it, it is free on the Adobe website.](#)

Student Name \_\_\_\_\_

UNID # \_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

## 1. Select Verification Type:

### Custom Verification:

**Fee: \$15; processing time is up to three business days**

**Official Transcript and Enrollment Certificate also available**

☐ Enrollment:

(Semester & Year) \_\_\_\_\_

☐ Degree

☐ Class Schedule

☐ GPA

☐ Other: \_\_\_\_\_

## 2. Select A Delivery Option:

☐ Pick-Up:

☐ Fax: \_\_\_\_\_

Release to: \_\_\_\_\_

☐ Email: \_\_\_\_\_

☐ Mail: \_\_\_\_\_

## 3. Payment:



Please use the QR code or following link to submit \$15 payment for verification request.

**Please attach a photo of this verification form to the payment request.**

<https://uofu.nbsstore.net/custom-verification-letter>

## 4. Student Authorization for Release of Information & Payment:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR REGISTRAR'S OFFICE USE ONLY

Rep Initials: \_\_\_\_\_ Received: \_\_\_\_\_ Processed: \_\_\_\_\_