



Verification of Enrollment/Custom Letter Request

The University of Utah

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

801-581-8965 • fax 801-585-9151 • verifications@utah.edu • Student Services Bldg, Window 17

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

There is a **\$15.00 fee** for Verification of Enrollment or Custom letter requests that are completed by the Office of the Registrar. Verifications may take up to three business days to process. Additional options for verifications may include an official transcript or an enrollment certificate you can obtain online.

Student Name _____

UNID# _____

Email Address _____

Phone # _____

1. Select a Custom Verification:

Enrollment: (Semester & Year) _____

Degree

Class Schedule

Address

GPA

Other: _____

2. Select A Delivery Option:

Pick-Up: _____

Fax: _____

Release to: _____

Email: _____

Mail: _____

3. Payment Information: *You may also submit this form by mail with a check payable to The University of Utah. *Do Not Mail Cash*

Credit Card #: _____

Expiration Date: _____

4. Student Authorization for Release of Information & Payment:

Signature: _____

Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Rep Initials: _____ Received: _____ Processed: _____