

Office of the Registrar
1700 Chapel Dr, Valparaiso, IN 46383
Phone: 219-464-5212 Fax: 219-464-5381 Monday – Friday 8:00a.m. – 5:00 p.m.

VERIFICATION REQUEST

The Registrar's Office prepares verification letters as a free service to VU students. Verification letters can serve as documentation for items such as: Enrollment Certification, Good Student Discounts, and Degree Certification.

Verifications may be requested in person during regular office hours or by completing the information below and mailing or faxing this form to The Registrar's Office. Please be sure to **sign your request** as FERPA (Family Educational Rights and Privacy Act of 1974) prohibits the release of your information without your written signature.

For Veterans Certifications please contact Bonnie Hannon at (219) 464-5212 or e-mail registrar@valpo.edu

Name _____ Date: _____
(as officially recorded with Valparaiso University)

Signature: _____ VU I.D. # _____

Social Security # (Optional): _____ - _____ - _____ Phone: _____

E-mail address: _____

Information to be released:

- Present Enrollment: _____ Full time _____ Part time
- Past Enrollment: (dates of enrollment) _____
- Date of Degree _____ Spring _____ Fall _____ August Year _____

Type of Degree: _____

- Credit Hour Load
- Good Standing
- Other (Please specify): _____

Verification information should be released to:

Mail Fax : _____

Special Instructions:
