

Enrollment Verification Request

Email: Registrar@MissouriState.edu
Phone (417) 836-5520, Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897

Form revised 8/3/2021

Note: Students must be officially registered for the semester before enrollment can be verified.

Note: During high volume periods in the Office of the Registrar, requests may not be processed immediately. It may take up to 48 hours to process your enrollment verification request.

Student Name: _____ BearPass #: M _____
Last First MI

Phone Number including area code: _____ Email address: _____

Semester(s) of enrollment to verify: Fall _____ Spring _____ Summer _____
Year Year Year

A standard enrollment verification letter includes:

- Student's enrollment status (full-time, three-quarter time, half-time, or less than half-time)
- Beginning and ending dates of the semester(s)

Enter any additional specific information that needs to be included in the letter (e.g. GPA, expected graduation date):

Check all that apply:

Mail verification letter to:

Individual: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Email verification letter to: _____

Recipient email address

Pick up letter in the Office of the Registrar, Carrington Hall, room 320.

Student Signature: _____ Date: _____

Office use only: _____
Processed by Date