



# Larkin University

## Enrollment Verification Form

Please print the information required. It takes 3 to 5 business days to process enrollment verification requests. A letter will be issued only if a student's account is clear of outstanding balances.

### STUDENT INFORMATION:

Student's name: \_\_\_\_\_ Maiden or former name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Student ID or SS# \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
(Home) (Work)

ENROLLMENT VERIFICATION:  Fall  Spring  Winter 20\_\_\_\_\_

### DELIVERY INSTRUCTIONS:

Please check one:  I will pick up letter \* Letters prepared for pickup will be held for 10 business days only.

Mail my letter when available  Complete attached form

Special request for information on letter: \_\_\_\_\_  
\_\_\_\_\_

### Send letter to:

Check here if mailing address same as above.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you wish to authorize another person to pick up your letter, please indicate below. All persons must bring personal identification (i.e. driver's license, state I.D., government issued I.D.) in order to pick up the enrollment verification letter.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

### For Office Use Only:

Request Approved  Request Denied Reason: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ Date Pickup: \_\_\_\_\_