



Request for Verification of Student Enrollment

Admissions & Records
2277 Napa-Vallejo Highway, Napa, CA 94558
T: (707) 253-3005 F: (707) 253-3064 <http://www.napavalley.edu>

In accordance with Title V, Sections 76242-76243 of the California Education Code and the Family Educational Rights and Privacy Act (FERPA) of 1974, Napa Valley College Admissions and Records Department is hereby authorized to release information from my education records to verify enrollment.

STUDENT INFORMATION (Please print clearly)

Current Name _____ Student ID _____
Last First MI

Other Names Used at NVC _____ Birthdate _____

Phone Number _____ E-Mail Address _____

INFORMATION YOU WANT VERIFIED

- Car Insurance- Good Student Discount
- Health Insurance
- Child Care
- Loan Deferment
- Degree/ Certificate Awarded
- Dates of Attendance
- Scholarship
- Non-Attendance
- Enrollment Only- No units letter
- Other _____

Enrollment Status

- Full-Time (12 units)
- Half-Time (6-11.5 units)
- Less than Half-Time (5.5 units or less)

Grade Point Average

- Cumulative
- Semester

Semester Verified

- Fall Year _____
- Spring Year _____
- Summer Year _____
- Academic Year _____

NUMBER OF COPIES REQUESTED _____

NOTE

- Verifications will not be released without a **valid Photo ID** at time of pick-up.
- If turning in a request **during the first two weeks of the semester** only scholarship, loan deferment and unemployment verifications will be done. All other requests will be done after the first two weeks and throughout the semester, **allowing 5 working days to process** requests.
- NVC verifies enrollment on official letterhead (additional documentation will be attached).
- All information must be complete in order to process request. Please double check that it is accurate, signed, dated, and complete before turning in to Admissions & Records. Attach additional documentation at time of request (if applicable).

I understand that Napa Valley College is not responsible for verifications not picked up by the end of the semester requested. Any request and documentation that is left after that time will be disposed of by Admissions & Records.

Student Signature

Date

OFFICE USE ONLY

Date Processed: _____
Unable to Complete: _____

Total Units/GPA/Semester: _____
Contacted Student: _____