

Enrollment Verification Release Form
Hiram College Registrar's Office, PO Box 67, Hiram Ohio 44234

I hereby authorize the Registrar's Office at Hiram College to release information regarding my student status.

<i>First Name (please print)</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>(Former Name)</i>
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<i>Student ID Number</i>	<i>Phone Number</i>
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<i>Student Signature</i>	<i>Date</i>
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Please read the following information and check the box for the appropriate type of letter that fits your specific needs. Information release letters will be processed upon receipt. Please allow extra processing time at the beginning and ending of each semester.

➔ **PLEASE CHECK THE APPROPRIATE LETTER NEEDED:**

- GOOD STUDENT DISCOUNT LETTER**
This type of letter is generally used to verify GPA information for car insurance. You must have a 3.00 GPA ("B" average) for the last semester you received grades.
- GOOD STANDING LETTER**
This letter is used to verify that you are in good academic standing (a cumulative 2.00 GPA or above) for scholarships, transient approval for coursework at other institutions and for students transferring to other institutions.

- ENROLLMENT VERIFICATION LETTER**
Note: If your expected graduation date needs to be included in your letter, be sure to check the Expected Graduation box below.

Verify the Following Term and Year
Fall _____ Spring _____ Summer _____

Verify All Terms of Enrollment

Include Expected Graduation Date (Date is term currently listed in student information system.)

- Letter of Intent to Enroll** Prior to the first day of classes a "Letter of Intent to Enroll" will be mailed. You must be officially registered in classes before this letter can be provided. Please request a "Current Semester Enrollment Verification" letter after the start of the semester.

Fall _____ Spring _____ Summer _____

- DEGREE AWARDED LETTER** (Used for verification of degree AFTER being posted to transcript)

OTHER _____

➔ **PLEASE CHECK DESIRED METHOD OF DELIVERY:**

- Pick up letter.** (Available after 2pm next business day)
- Mail information to:** (provide complete mailing address)

FAX information to: _____

FAX Number: _____

Email: _____