



# ENROLLMENT VERIFICATION REQUEST FORM

Enrollment Services: Records 931-540-2581 FAX: 931-560-4112  
1665 HAMPSHIRE PIKE, COLUMBIA, TN, 38401

You may scan and email completed form to processing@columbiastate.edu

## BEFORE COMPLETING THIS FORM PLEASE READ THE FOLLOWING INFORMATION:

Unless a form is provided by the student, enrollment verifications are standard format and provide the following data:

Student's name, ID#, address, dates and status of each term enrolled (i.e. full time, part time, etc.)

\* The verification does NOT provide grades, GPA, or classes completed \*

\* Enrollment verifications will NOT be faxed \*

\* There is no charge for enrollment verifications \*

\* Please complete ALL items. Incomplete forms will experience a delay in processing \*

\*Once received, there is a three working day turn around on ALL requests (including faxed requests) \*

\*This form will NOT be processed if the student has an administrative hold or financial obligation to the college \*

1. Student's name (please print clearly): \_\_\_\_\_
2. Student's Date of Birth: \_\_\_\_\_
3. Student's ID Number: \_\_\_\_\_
4. Daytime phone number: *area code* (\_\_\_\_\_) \_\_\_\_\_
5. Student's signature \_\_\_\_\_

**UNSIGNED REQUESTS WILL NOT BE PROCESSED!!**

**DATE**

6. Please mail enrollment verification to:

\_\_\_\_\_  
Name of person, business, agency, etc.

\_\_\_\_\_  
Address 1 (please provide complete address)

\_\_\_\_\_  
Address 2 (please provide complete address)

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

<b>OFFICE USE ONLY</b>
request completed
request NOT completed/hold flag
form D-46 rev 11/14