



OFFICE OF THE REGISTRAR

MARIST COLLEGE



**REQUEST FOR VERIFICATION LETTER**

Please note: Enrollment verifications will include major, credit hours, semester dates and expected graduation date. All verifications bear the raised college seal to confirm their authenticity. Because of this, letters cannot be faxed or emailed. If you require a transcript to be attached, please submit a separate transcript request form. If GPA is requested, an original ink signature is required. Please allow 24-48 hours for processing.

**Verifications cannot be completed for future semesters until you are registered for that semester.**

Student Name: \_\_\_\_\_ CWID # \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Number of copies needed: \_\_\_\_\_

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

Type of Request:

<b>Enrollment Verification (Please select ONE)</b>	<b>OR</b>	<b>Degree Verification (Please select ONE)</b>
Current Semester		Graduation Date:
Current Academic Year		Expected Graduation Date:
Other (Explain below)		Include GPA? Yes      No

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delivery Method: Please chose one.

<b>Mail</b>	<b>OR</b>	<b>Student Pickup</b>
<b>Name:</b> _____	<b>OR</b>	<b>Phone Number:</b> (_____) _____
<b>Street Address:</b> _____ _____		<b>Email</b> _____
<b>City:</b> _____		
<b>State, Zip:</b> _____		

Registrar's Office  
Marist College  
3399 North Road  
Poughkeepsie, NY 12601