



**Student Section:**

I, (please print name), \_\_\_\_\_ request that the following information from my academic file be released by the Office of the Registrar.

Term and Year for Verification (choose 1):  Fall \_\_\_\_\_  Spring \_\_\_\_\_

Contact Number: (\_\_\_\_) \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

\*Note: I understand that my verification will include my social security number in order to provide positive identification for other educational institutions or prospective employers.

Release GPA?  Yes  No

Pick Up

Mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax to: (\_\_\_\_) \_\_\_\_\_ Attn: \_\_\_\_\_

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

**Registrar Verification Section: (To be completed by the Office of the Registrar.)**

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

To Whom It May Concern:

This letter is to certify that (student name) \_\_\_\_\_ with Social Security number (SSN) \_\_\_\_\_ is pre-registered as a is a  full-time  half-time student at Azusa Pacific University with \_\_\_\_\_ units for the \_\_\_\_\_ semester beginning \_\_\_/\_\_\_/\_\_\_ and ending \_\_\_/\_\_\_/\_\_\_ . Final enrollment verification may be obtained upon the written request of the student 10 days after the beginning of the semester. The student's cumulative GPA is \_\_\_\_\_ .

Sincerely,

Jennifer Moore  
Undergraduate Registrar

**Unofficial Without Signature and Seal**