

Requests received in the Registrar's Office by 3 p.m. are normally processed within 5 business days. Before a letter is sent the student must be registered and have their account marked paid for that term - this may cause delays in processing the request.



Enrollment Verification Request Form

(Verification will be processed for paid students only)

Name _____ Date _____
Last First MI

Date Of Birth _____ Student ID# _____ Telephone # _____

Current Mailing Address _____
Street Address City State Zip

PLEASE LIST Semester you wish to be verified _____

**Note if you need verification of your entire academic career you need to request a transcript
Verification can be mailed, faxed or picked up by student only.**

Please mark one:

Mail Verification to address below

Fax # to which the Verification is to be sent

Pick up on:

(Use back for any additional Addresses)

Student Signature

Submit completed request forms to your campus' student services office or to the Registrar's office or send to:

Mail: Registrar's Office 280 University Drive, Beaver WV 25813 or Fax: 304-929-6719 or Email: registrar@newriver.edu