



Enrollment Verification Request Form

This form authorizes college officials to confirm your enrollment (hours enrolled, full-time/part-time status, semester start and end dates) for a semester. If you need verification of your entire academic career you will need to request a transcript. Verifications will be processed for paid students only.

Requests are normally processed within 5 business days. Requests for upcoming semesters will be processed after the add/drop period ends.

Name _____ **Student ID** _____ **Date of Birth** _____

Last, First MI

Semester you wish to be verified _____

Please Select: ☐ **Mail to:** _____

☐ **Email to:** _____
Attention: _____

☐ Send to my New River CTC email

By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student Signature Date

To submit this form:

Email: registrar@newriver.edu

Fax: 304-929-0200

Mail: Registrar's Office 280 University Drive, Beaver, WV 25813

Registrar's Office Forms

10/05/2026