USF UNIVERSITY OF SOUTH FLORIDA

Office of the Registrar
4204 East Fowler Avenue, SVC1034 Tampa, FL 33620-6950
(813) 974-2000 www.registrar.usf.edu

Enrollment Certification Request Form

Either a self-addressed stamped envelope, or a pre-paid one addressed to a third party, must accompany this form if you need USF to mail an enrollment certification.

DEFINITION OF ENROLLMENT STATUS AT USF:

	Undergraduate or Non-Degree Seeking	Graduate
Minimum Full-Time Requirements	12 semester hours	9 semester hours
Minimum Half-Time Requirements	6 semester hours	5 semester hours

A UNIVERSITY OF SOUTH FLORIDA ENROLLMENT CERTIFICATION, FOR THE CURRENT TERM, INCLUDES THE FOLLOWING INFORMATION: CURRENT ENROLLMENT DATES, ENROLLMENT STATUS, ACADEMIC LEVEL, COLLEGE, MAJOR, ACADEMIC STANDING, RESIDENCY STATUS AND EXPECTED GRADUATION DATE.

PLEASE FILL IN ALL REQUESTED INFORMATION NEATLY AND COMPLETELY.

USF ID Number_____ Number of Copies Requested_____

_____
Last Name First Name Middle Initial

Please certify my enrollment for _____Fall _____Spring _____Summer _____History _____ (Indicate year)

Certify Degree(s) earned _____ Yes _____ No
Certify GPA _____Yes _____ No

Are you currently enrolled in a Cooperative Education Course? ____Yes ____No

Are you currently enrolled at another institution or community college? ____Yes ____No
If yes, please provide the following information:
Name of Institution: _____ Enrolled for _____ hours

Note: Proof of enrollment (e.g. tuition receipt, other institution's certification) must be submitted along with enrollment certification request form.

Please choose one of the following actions: **(DUE TO LIMITED RESOURCES, WE ARE UNABLE TO FAX RESPONSES.)**

_____ I will pick up. (Normally enrollment certification is completed 3 working days after the request is received as long as you submit your request after the first week of classes.)

_____ Please mail. (You must provide a self-addressed stamped envelope or a pre-paid one addressed to a third party in order for USF to mail your enrollment certification. Also, provide any forms you wish to accompany your enrollment certification. If no pre-paid envelope is provided, this certification will be held on campus for pick-up for 30 days.

Student Signature: _____ Date: _____