Enrollment Certification Request Form

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.

Student Name: _____
Last Name First Name Middle Initial

Student ID: _____ Number of Copies Requested: _____

Please certify my enrollment for: _____Fall (Year) _____Spring (Year) _____Summer (Year) _____ History

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: **(We cannot process incoming requests or provide outgoing certificates via facsimile)**

_____ 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

OFFICE OF THE REGISTRAR
University of South Florida • 4202 East Fowler Avenue, SVC 1034 • Tampa, Florida 33620-6950
(813) 974-2000 • Fax (813) 974-5271 • www.registrar.usf.edu

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