



## Records and Registration Student Data Request Form

Submit the completed form (please print) and include documents, such as health insurance or loan deferment forms, which need to be completed by the Registrar's Office with this request. Requests are typically processed within three to five business days once received and are processed on a first-come-first-served basis. During peak times, such as registration or graduation, the process may be delayed.

Please be aware that enrollment verification requests for a current semester are processed after the official census date (14<sup>th</sup> class day for Fall and Spring/7<sup>th</sup> class day for Summer).

Name (Print): \_\_\_\_\_

Last

First

Middle

SUSLA Student ID#:		Contact Phone Number:	(    )
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SUSLA Skymail Address: \_\_\_\_\_ @skymail.susla.edu  
 Personal Email Address: \_\_\_\_\_

Enrollment Status:	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Graduated	<input type="checkbox"/> Did Not Graduate
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Current Major:		Anticipated Graduation Date/ Graduation Date:	
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Please indicate the type of data requested from the list below:

	*Enrollment Verification
	*Degree Verification
	*Letter of Good Standing
	*Letter of Non-Enrollment
	*Good Student Discount

	Standardized Test Scores (ACT/SAT)
	Placement Scores (COMPASS or ACUPLACER)
	Proof of Immunization
	Residual ACT Scores
	Other ( <i>specify</i> ):

**\*PLEASE ISSUE THE VERIFICATION LETTER TO:**

Name (Organization): \_\_\_\_\_

Attention: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_  

Street Address
City
State
Zip

Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

To ensure that no person can obtain your information without your permission, if you have designated someone (designee) to receive this information for you, please identify the person by name and ensure the designee is able to provide picture official identification upon receipt. \_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

<b>Registrar's Office Use Only</b>
Date Processed:
Processed by: