Request for Verification of Good Academic Standing or Enrollment

Student Name (Please Print): ____________________________

Student Signature: __________________________________

Student I.D. Number: ____________________________ Student E-Mail Address: _________

1. Date: ___________ Current term: ___________ Expected graduation date: ___________

2. Are you currently enrolled at EKU?  YES? If you are NOT currently enrolled then do not complete this form. Instead please request an official transcript (http://www.registrar.eku.edu/TranscriptRequestForm/), as this will reflect your last official academic standing.

3. Daytime Phone Number: ____________________________

   (**MANDATORY)

4. Letter of Good Standing or Enrollment Verification is intended for the following institution:

   _______________________________________________________

   (Please list name of school)

5. Please indicate if any other type of information needed: ______Classification ______Major ______GPA

   YOU MAY CHOOSE TO:
   
    Hand-deliver a completed copy of this verification request to: Registrar’s Office, Whitlock Building, Room 239.
     • Your verification letter will be ready to pick up after 3 to 5 business days.
     • We will call the number given above when it is ready.
     • Any verification which has not been picked up within two weeks of notification will be mailed to the student's permanent address on record with the university.
   
    Mail a completed copy of this request form to: Registrar’s Office, EKU, Whitlock CPO 58, Richmond KY 40475.
     • Please allow time for mail to be received plus two business days before picking up completed letter.
     • Or upon your request (see below) we will mail the letter of academic standing for you (no envelope required).
   
    Fax a completed copy of this verification request to: 859-622-6599.

   DO YOU WANT TO PICK UP LETTER – OR HAVE US FAX OR MAIL IT????

   □ PICK UP: I will pick up verification letter at Registrar’s Office.
   
   □ FAX: Please fax verification letter to the following number:
   
   □ MAIL: Please mail verification letter to person or institution at address indicated below:

   _______________________________________________________
   _______________________________________________________