

**Eastern Kentucky University
Office of the Registrar**

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, Student Services 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, SSB 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: 859-622-8031.**

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

PICK UP: I will pick up verification letter at Registrar's Office.

....OR.....

MAIL: Please mail verification letter to person or institution at address indicated below:

