

**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, 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:

