

# Lewis & Clark College

## Verification Request



College of Arts and Sciences  
**Office of the Registrar**  
Phone 503.768.7335 |  
E-mail [reg@lclark.edu](mailto:reg@lclark.edu) | [www.lclark.edu](http://www.lclark.edu)

- Lewis & Clark verifies enrollment for present and past semesters only.
- Return the form to the CAS Registrar's Office in person or by email – student signature required.

Name \_\_\_\_\_ Date \_\_\_\_\_

LC ID# \_\_\_\_\_ Email \_\_\_\_\_

### Choose one of the following options:

☐ **Complete and send the attached form.** Specify the form: \_\_\_\_\_

Special instructions: \_\_\_\_\_

☐ **Complete an online form.**  
Name of the institution/organization that will receive the completed form: \_\_\_\_\_  
It is the student's responsibility to know the content of the questions on the form. Your signature on this form authorizes the Registrar's Office to provide all information requested including, but not limited to, academic and conduct records.

☐ **Send standard enrollment verification.** A Standard Enrollment Verification is an official printed form that includes the student's name, address, DOB, student ID number, semester dates, number of credits, full or part time status, start term & class level. It is signed by the Registrar and has the official college seal.

**Mark below if you need additional information (like cumulative GPA, academic standing, etc.) included.**

☐ Specify: \_\_\_\_\_

☐ **Send official letter on college letterhead.**

Information to be included: \_\_\_\_\_

### DELIVERY:

☐ **Hold for pick-up** (*must show photo ID at time of pick-up*)

☐ **Mail to** (please include name of recipient) \_\_\_\_\_

☐ **Email:** \_\_\_\_\_

I authorize the Registrar's Office to release my enrollment information and / or other requested information specified above.  
I also understand emailing is not a secure form of transmission (if requested).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Must be your actual physical signature. We cannot accept digital stamps or typed "signatures".

### For Registrar's use only:

Additional requested  
info included : ☐ Yes

☐ N/A

☐ Attached form completed

☐ Online form completed

Completed by: