The University of Texas at Tyler
Request for Verification of Enrollment

Please Print All Information

Students seeking a Verification of Enrollment from The University of Texas at Tyler through the Enrollment Services Center must complete this document and submit it along with a valid government or UT Tyler-issued photo ID. If additional documents must be completed and returned (e.g., Loan Deferment from a specific lender and insurance purposes), all such documents must be included with this form at the time of submission.

Please note that verification of enrollment is available only after the official Census Date of each session. All Census Date information is listed on the UT Tyler Academic Calendar: https://www.uttyler.edu/academics/academic-calendar.php.

➢ **Note:** UT Tyler provides enrollment data to the National Student Clearinghouse several times each term, beginning after the Census Date. This data can be confirmed by third party requestors for verification of enrollment or loan deferment purposes.

Name: ____________________________

Student ID Number: __________________

Email Address: ________________________

Verification Type:
- [ ] Letter of Non-Enrollment
- [x] Verification of Enrollment

Method of Delivery*:
- [x] Email
- [ ] Fax

Semester and Year to be verified: ____________________________
(Ex. Spring 2014; Summer 2016)

Intended Recipient: ____________________________

Delivery Address:

Email Address: ____________________________

Fax Number: ____________________________

By my signature below I verify that I have read and understand all information provided by UT Tyler on this document and that all information I have provided is accurate.

Signature: ____________________________ Date: __________________

Return this form to Enrollment Services Center (ADM 230) or via Email: Enroll@uttyler.edu

Office Use Only: Completed By: _________ Date Sent: ________

Notice about Information Laws and Practices: With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.