

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 One-Stop 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: _____
(Last) (Middle) (First)

Student ID Number: _____ Phone Number: _____

Email Address: _____

<p>Verification Type:</p> <p><input type="checkbox"/> Letter of Non-Enrollment</p> <p><input type="checkbox"/> Verification of Enrollment</p>
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Method of Delivery*: Mail

*Please Check ONE Option

All forms of delivery, must allow for 2-3 business days for processing.

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 One-Stop (STE 230) or via Email: Enroll@uttyler.edu

<p>Office Use Only: Completed By: _____ Date Sent: _____</p>

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.