

## **Verification of Enrollment**

### **University of Hawai‘i at Mānoa**

University of Hawai‘i at Mānoa students may request documentation of their enrollment for semesters for which they are officially registered. Documentation of a student’s enrollment is normally required for purposes such as:

- Health insurance
- Scholarships
- Services for students
- Other benefits

Students are advised that changes to their enrollment status may impact the benefits they are receiving and therefore, should carefully consider implications before decreasing their enrollment status.

Please review the following instructions for completing the [Request for Verification of Enrollment Form](#) which is available for download in Adobe Acrobat PDF format. Send or fax the form to:

University of Hawai‘i at Mānoa  
Office of Admissions and Records  
Queen Lili'uokalani Center for Student Services  
2600 Campus Road, Room 001  
Honolulu, HI 96822  
Fax: (808) 956-7830

### **COMPLETING THE REQUEST FORM**

#### **Student Information**

For the University to locate your record, you must provide your name and your UH Number. If you do not know your UH Number, you may find it by accessing your MyUH account and clicking on the “My Account” tab.

You may provide contact information in the event that we need to contact you. Please be advised that official UH correspondence may be sent to your UH Email account.

#### **Semesters to Verify**

Please check the appropriate boxes to indicate which semester(s) you would like to verify. A verification of enrollment can only be completed for semesters for which you are officially registered.

#### **Information to Provide**

- Enrollment Status  
A record of your enrollment status for the requested period will be provided.
- Number of Credits Carried  
A record of your credits carried for the requested period will be provided.
- Grade Point Average  
A statement of your current and/or cumulative grade point average will be provided.

- **Academic Standing**  
A statement of your current academic standing will be provided.
- **Anticipated Date of Graduation**  
A statement of your anticipated date of graduation will be provided if you have submitted an application for degree or have provided an estimated date of graduation.
- **Other**  
You may request other information to be provided.

### **Other Information to Provide**

To protect your privacy, we will not include your Social Security Number or date of birth on any document unless you have provided it on a form to be completed or have specifically requested to have it included.

### **Sending Instructions**

Please indicate how you would like your verification to be handled.

- **Pick Up**  
You may request to pick up your verification. In order to pick up your verification, you must present a valid photo ID (government issued or UH) to QLCSS 010. You may allow a third party to pick up your verification with your signed consent clearly identifying the recipient. The recipient must present a valid photo ID (government issued or UH).
- **Fax**  
Your verification may be faxed to a location within the United States. Please be aware that some organizations may not accept faxed documents. You may wish to verify this before sending.
- **Mail**  
Provide the complete mailing address of the recipient. Items will be sent via U.S. Airmail using the U.S. Postal Service.

### **Authorization**

Prior to the fifteenth calendar day of a semester, all student information is confidential. During this period, the University will not release directory information (dates of attendance and enrollment status) to third parties without the prior written consent of the student.

### **Processing**

Students should expect their requests to be completed within five business days. For items to be mailed, please allow additional days for delivery via the U.S. Postal Service. During peak periods such as the start of the semester, processing may take longer than five business days.