

# ENROLLMENT SERVICES ENROLLMENT VERIFICATION REQUEST

greenriver.edu/enrollment • (253) 833-9111 Ext. 2500 • 12401 SE 320th St., Auburn, WA 98092  
[enrollmentservices@greenriver.edu](mailto:enrollmentservices@greenriver.edu) • fax (253) 288-3454

Quarter and year to be verified: \_\_\_\_\_

SID: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's name: \_\_\_\_\_  
Last First M.I.

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

## INSTRUCTIONS

Official enrollment verifications are processed beginning the first day of the quarter requested. Official verifications are done only for current and past quarters. Future quarters will be processed beginning the first day of the quarter requested.

If you are providing a form to be verified by the college, be sure your portion of the form has been completed. If not, the form will be returned to you for the required information and will delay processing.

If you are not providing a form, please provide sufficient information for proper verification. General requirements are provided for your information:

- Car Insurance Good Student Discount Currently enrolled full time (12+ credits) with previous grading period GPA 3.0+ to qualify.
- Health/Dental Insurance Currently enrolled full time (12+ credits)
- Employment Security Will be mailed or available after 2 p.m. the next business day
- Deferment-Processed by National Student Clearinghouse
- Scholarships-Currently enrolled full time (12+ credits), GPA may vary per scholarship
- Other-Describe: \_\_\_\_\_

## DELIVERY METHOD

Please indicate how you would like to receive your verification. Select

• Will pick up on: \_\_\_\_\_

• Mail to: \_\_\_\_\_  
Address

City State Zip

**\*\*Please allow 2 business days for processing\*\***

OFFICE USE ONLY	Date: _____	Processed by: _____
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