

**INSTRUCTIONS:** Complete this Enrollment Verification / Letter of Acceptance Request (complete a separate form per each request, per each address). This is not to be used for In School Deferments for student loans (use the Request for Enrollment Verification for Student Loan Deferments-Reg Form 08). Incomplete forms will not be processed. Print clearly and in blue or black ink. This form will be accepted in-person, by FAX or via mail to the following address (choose the most convenient campus). Allow a minimum of 3 to 5 business days after the receipt of this form for the processing of your request. *Mohave Community College makes no guarantees as to the timeliness of deliveries once picked up by the United States Postal Service. USPS delivery times may vary due to holidays and weekends, particularly during seasonal peaks. It is the student's responsibility to plan accordingly.*

Verifications  
 Director, Admissions and Recruitment  
 Mohave Community College  
 1977 Acoma Blvd. West  
 Lake Havasu City, AZ 86409  
 FAX: (928) 680-5955

Please Print Clearly

Name \_\_\_\_\_ Former /Maiden Name(s) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Social Security Number \_\_\_\_\_ and/or MCC Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Semester and Year Requiring Verification \_\_\_\_\_

Check what letter is needed:  ENROLLMENT VERIFICATION LETTER or  LETTER OF ACCEPTANCE or  COMBINED LETTER

Mail or  FAX (Fax #) \_\_\_\_\_

Send To:

Name:

Street Address/PO Box

Apartment/Office Suite: \_\_\_\_\_

City /

State /

Zip Code:

Check any appropriate box(es). If you have a special request, mark & fill in the blank space below. The following information will not be provided unless checked below.

SSN  MCC ID NUMBER  CUMULATIVE (Overall) GPA  HOLD UNTIL AFTER ADD/DROP PERIOD OTHER

I request and give consent to Mohave Community College to release any item checked above as part of the Enrollment Verification or Letter of Acceptance I am soliciting. I am aware that if an item is not checked, it will not be included in my letter. I am also aware that it is my responsibility, not the responsibility of Mohave Community College, to inquire about what information is needed.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Per FERPA, this request cannot be completed without the student's signature.)*

NOTE: EVERY ENROLLMENT VERIFICATION IS UNIQUE. DIFFERENT COMPANIES REQUIRE DIFFERENT INFORMATION. IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE COMPANY OR ORGANIZATION REQUESTING A VERIFICATION TO BE SURE OF WHAT THEY NEED. ENROLLMENT VERIFICATIONS REQUESTED PRIOR TO THE CURRENT SEMESTER'S ADD/DROP PERIOD WILL INCLUDE A DISCLAIMER ENCOURAGING ORGANIZATIONS TO REQUEST A SECOND LETTER AFTER THE ADD/DROP PERIOD TO CONFIRM STATUS HAS NOT CHANGED.