

REQUEST FOR ENROLLMENT VERIFICATION LETTER



Records Office
One Angwin Avenue
Angwin, CA 94508
(707) 965-6673
(707) 965-6432 Fax

Note

An enrollment verification letter lists the student's name, date of birth, academic program, term dates, credits enrolled and student status (full time, part time, etc.).

It is printed on official school letterhead with the signature and title of an authorized school official, and the hard copy includes the official school seal.

Student Information

Date of Request: _____ PUC ID: _____

Full Name: _____
Last First Middle

Local Address: _____

Local Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Student ID Number or Social Security Number: _____

Please send an enrollment verification letter: *(Check all that apply)*

(Note: Enrollment verifications cannot be sent via e-mail)

Fax Attn: _____
Company: _____
Fax Number: _____ - _____ - _____

Mail Name: _____
Address: _____
City, State, Zip: _____

Pick-up Call when ready: _____ - _____ - _____

Include Good Student Verification
Please include verification that the student qualifies for a good student discount.

Special Instructions:

