

Lewis & Clark College

Verification Request



College of Arts and Sciences
Office of the Registrar
Phone 503.768.7335 |
E-mail reg@lclark.edu | www.lclark.edu

- Lewis & Clark verifies enrollment for present and past semesters only.
- Return the form to the CAS Registrar's Office in person or by email – student signature required.

Name _____ Date _____

LC ID# _____ Email _____

Choose one of the following options:

Complete and send the attached form. Specify the form: _____
Special instructions: _____

Complete an online form.
Name of the institution/organization that will receive the completed form: _____
It is the student's responsibility to know the content of the questions on the form. Your signature on this form authorizes the Registrar's Office to provide all information requested including, but not limited to, academic and conduct records.

Send standard enrollment verification. A Standard Enrollment Verification is an official printed form that includes the student's name, address, DOB, student ID number, semester dates, number of credits, full or part time status, start term & class level. It is signed by the Registrar and has the official college seal.

Mark below if you need additional information (like cumulative GPA, academic standing, etc.) included.

Specify: _____

Send official letter on college letterhead.
Information to be included: _____

DELIVERY:

Hold for pick-up (*must show photo ID at time of pick-up*)

Mail to (please include name of recipient) _____

Email: _____

I authorize the Registrar's Office to release my enrollment information and / or other requested information specified above. I also understand emailing is not a secure form of transmission (if requested).

Signature _____ Date _____

Must be your actual physical signature. We cannot accept digital stamps or typed "signatures".

For Registrar's use only:

Additional requested info included : Yes Attached form completed Completed by:
 N/A Online form completed