

**ATSU Verification Request Form**

## STUDENT SELF-SERVICE

Current students and alumni have free, 24/7 access to print enrollment certifications, view enrollment history, and check enrollment verifications that the National Student Clearinghouse has provided to student service providers on their behalf. To access Student Self-Service,

1. Login to the [ATSU Portal](#),
2. Click Resources,
3. Click Academic Resources, and
4. Click National Student Clearinghouse. Enter your ATSU username and password again to access the Student Self-Service tools.

## VERIFICATION LETTER REQUEST

If the standard enrollment or degree verification through the National Student Clearinghouse does not meet your needs, please complete this form and return it to [enrollmentservices@atsu.edu](mailto:enrollmentservices@atsu.edu). Standard processing is 2-4 business days.

Indicate the type of letter requested. Check all applicable boxes.

**Enrollment:** start date, anticipated graduation date, program name and anticipated degree type

**Good Standing:** University school status will be reported as good standing as long as student is not on probation, suspension, etc.

**Graduation:** start date, graduation date, program name and degree earned

**Other:** specify additional information that needs to be included in verification letter  
(i.e., Social Security number is desired on letter)

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## STUDENT/GRADUATE INFORMATION

Name (Please Print): \_\_\_\_\_

Contact email: \_\_\_\_\_ Contact phone #: \_\_\_\_\_

Graduation Year/Expected Grad Year: \_\_\_\_\_ Program: \_\_\_\_\_

Student Signature: \_\_\_\_\_

