



**UH Maui College**  
**Request for Enrollment Verification**

Enrollment verification can be obtained for health insurance purposes, loan deferments, scholarships, or other benefits. UH Maui College can verify your current and past enrollments statuses for semesters you have been officially registered. Current and past enrollment status includes: graduation date(s), semester(s) of attendance, start and end dates for each semester, number of credits carried, grade point average (GPA), or other pertinent information regarding your academic record.

If you need the Registrar to complete an outside agency's form or you need to request a verification letter, please complete this request form and attach any additional forms required.

**Additional Information**

- While requests are usually processed within 3-5 business days, it may take longer during peak periods (e.g., the beginning of the semester). For mailed requests, please allow additional days for delivery via the U.S. Postal Service
  - There is no fee for enrollment verifications
  - Verifications you request for pick-up are available at the Admissions & Records Office. You will be required to show a valid photo ID at the time of pick-up
  - In order for a third party to pick-up your verification, you must complete a Consent to Release Information form. The form may be obtained at the Admissions & Records Office. The person authorized to pick-up your verification will be required to present a valid photo ID at time of pick-up
  - For your privacy, the verification will not include your Social Security Number or date of birth unless you have specifically requested that they be included
  - Please read our privacy policies at: <http://maui.hawaii.edu/privacy-policies/>
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**Admissions & Records Office Use:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

TGACOMC: \_\_\_\_\_

# REQUEST FOR VERIFICATION OF ENROLLMENT

University of Hawai'i Maui College  
Admissions & Records Office  
310 W. Ka'ahumanu Ave  
Kahului, HI 96732

Ph: (808) 984-3267

Fax: (808) 984-3872

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## STUDENT INFORMATION – Required to identify your record (Please Print)

Name: \_\_\_\_\_ UH Number: \_\_\_\_\_ - \_\_\_\_\_  
(Last, First, Middle)

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
(UH email preferred)

Please check if you are a **current student**.

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### A. I Would Like to Verify Enrollment For:

\_\_\_\_\_ (Current semester)  
(Semester & Year)

\_\_\_\_\_ (Next semester - will be provided only if you have officially registered for classes.)  
(Semester & Year)

Past enrollment: Attendance from \_\_\_\_\_ to \_\_\_\_\_  
(Semester & Year) (Semester & Year)

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### B. Information to Provide:

Enrollment Status: full time, half time, or less than half time (provided for current or next semester only)

Anticipated Date of Graduation \_\_\_\_\_ (estimated or from application for degree)

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### C. Sending Instructions:

I would like to **PICK UP** my Verification of Enrollment (to pick up, you must present a valid photo ID)

**FAX TO:** ( ) \_\_\_\_\_ - \_\_\_\_\_ Attention to: \_\_\_\_\_

U.S. fax numbers only. Some organizations may not accept faxed documents. Please verify before requesting.

**SEND** Verification of Enrollment to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unclaimed or undeliverable items will be destroyed after 30 days.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Authorization Signature Required: I authorize release of information as directed on this Request for Verification of Enrollment form*