HAMPTON UNIVERSITY
OFFICE OF THE REGISTRAR
HAMPTON, VA 23668
(757)727-5324/FAX (757)727-5095
VERIFICATION REQUEST FORM

Name: _____________________________________________ (PLEASE PRINT) Last Name  First Name  Middle Initial

Student ID #: _____________________________  Contact Number: _____________________________

Email address: _____________________________________________

(An email will be sent to notify you when your request was completed)

Do you receive VA Benefits?  ____ Yes  ____ No

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PLEASE CHECK THE APPROPRIATE VERIFICATION TYPE

☐ BASIC ENROLLMENT VERIFICATION
Includes Full-time/Part-time status, credit hours, and dates attended (Current Semester Only)

☐ BASIC ENROLLMENT VERIFICATION with Schedule (For Scholarships and Insurance)
Includes information from Basic Enrollment Verification and current schedule of classes

☐ DETAILED ENROLLMENT VERIFICATION
Includes Full-time/Part-time status, anticipated graduation date, credit hours, and dates attended (Current Semester ________ or All Registered Semesters ________)

☐ OTHER (PLEASE SPECIFY): _____________________________________________
(ex. School Seal, GPA, Degree Verification, etc)

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DELIVERY INSTRUCTIONS

☐ Mail to:  

Attention: _____________________________________________

Name: _____________________________________________

Address: _____________________________________________

Address: _____________________________________________

City  State  Zip Code: _____________________________________________

☐ Fax#: _____________________________

Area Code and Number

Attention: _____________________________________________

Name: _____________________________________________

Company: _____________________________________________

Address: _____________________________________________

Address: _____________________________________________

City  State  Zip Code: _____________________________________________

Student’s Signature: _____________________________________________  Date: _____________________________________________

Form will not be processed if student signature is not present. Signed form can be faxed, mailed or emailed.