OFFICIAL STATEMENT REQUEST

You can immediately print a certificate that verifies your enrollment status for the current or past term online. Go to https://www.ronet.wsu.edu/nsc/login.asp or call the National Student Clearinghouse at (703) 742-7791. This certificate is authorized and certified by Washington State University.

To request an official statement, fill out this form, mail, fax, email, or deliver in person to the Registrar’s Office at your campus. See contact information at the bottom of the page.

Please allow 3 business days to process your request.

PLEASE PRINT OR TYPE

Student ID Number: __________________________

Last Name: __________________________
First Name: __________________________
Middle Name: __________________________
Former Name: __________________________

Please mark appropriately in both boxes.

Information you request to appear in the statement:
(Check all that apply.)

Verification of:
_ Enrollment status (full time, half time, less than half time). Specify year & term: __________________________
_ Anticipated graduation date. Specify year & term: __________________________
_ Current grade point average. Specify: ___ semester GPA; or ___ cumulative GPA
_ Major
_ WSU degree received
_ Other: __________________________

Purpose of the request:
(Check only one.)

_ Employment
_ Foreign Embassy
_ Good Student Discount
_ Health Insurance
_ Loan Deferment
_ Military ID Card (must include your anticipated graduation date year/term: __________________________)
_ Scholarship
_ Other: __________________________

Delivery method:
(Check all that apply.)

_ Hold for pick up. (Please allow 3 business days to process your request. Letters not claimed in 6 months are shredded.)
_ Fax information to (___) __________________________ ATTN: __________________________
_ Mail/Email statement to: __________________________________________
_ __________________________________________
_ __________________________________________
_ __________________________________________

Contact Information:
Tel: __________________________
Email: __________________________

I HEREBY AUTHORIZE THE RELEASE OF INFORMATION AS INDICATED ABOVE.

Signature: __________________________
Date: ________________

Pullman: ATTN: Verifications, PO Box 641035, Pullman, WA 99164-1035 Phone: (509)335-5346 Fax: (509)335-7823 Email: official.statements@wsu.edu

Global Campus: Van Doren Hall, PO Box 645220, Pullman, WA 99164-5220 Phone: (509)335-3557 Fax: (509)335-4850 Email: online.registrar@wsu.edu

Spokane: ATTN: Verifications, Student Affairs, PO Box 1495, Spokane, WA 99210-1495 Phone: (509)358-7530 Fax: (509)358-7538 Email: spokane.registrar@wsu.edu

Tri-Cities: 2710 University Drive, Richland, WA 99354 Phone: (509)372-7351 Fax: (509)372-7100 Email: roen@tricity.wsu.edu

Vancouver: 14204 NE Salmon Creek Avenue, Vancouver, WA 98686 Phone: (360)546-9553 Fax: (360)546-9032 Email: registrar@vancouver.wsu.edu

THIS FORM MUST BE SIGNED.

Revised February 2016