

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.)

Purpose of the request:
(Check only one.)

Delivery method:
(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: _____

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

Hold for pick up. (Please allow 3 business days to process your request. Letters not claimed in 6 months are shredded.)

Mail/Email statement to:

Fax information to (____) _____
ATTN: _____

Contact Information:

Tel: _____

Please provide information that will allow us to contact you during business hours.

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.