

Verification of Enrollment Request JCCC School Code: 008244-00

JCCC ID#	Last Name		First Name		MI Date of Birth		
Street Addres	S		City	State		Zip	
Semester & y	year to be verified:	Fall [☐ Spring	ear Sum	mer		
of enrolled cred	Verification of Enrolli it hours and full time or part eck one of the special catego	time status for the te	lent's name, ID # erm indicated abo	#, semester start a ove. If you need a	ınd end dates ıdditional infoı	, number rmation to	
☐ Stude (Comp	nt Loan Deferment: incl	ude student's soo f loan deferment form	cial security #	: (required by	 lenders)		
☐ Car In	surance Good Student	Discount: include	grade point	average (GPA)			
☐ Emplo	yer Sponsored Tuition I	Reimbursement:	include cours	es, grades, and	I tuition.		
☐ Health	n Insurance: include						
☐ Includ	Pare e anticipated graduation	ent Name (Member of I n date	nsurance)	Member / Group II) #		
☐ Includ	e verification of academ	nic good standing					
☐ Other:		_					
Mail verifica	tion to: (we DO NOT fax or	email verifications of e	nrollment)				
☐ Student's	mailing address at the	top of this form					
П							
Name (con	npany or person)	Street Addres		City	State	Zip	
	ohnson County Commu hat if this form is not co	-	•				
Student's Signature Date				Daytime Pr	ime Phone Number		
Or mail to: J	uest by faxing to: 913-469-2 ohnson County Community 2345 College Blvd., Box 41 Overland Park, KS 66210-12	College			Office Use of Date Stamp an		

Verification of Enrollment Instructions

- Request forms must include the signature of the student and a <u>complete mailing</u> <u>address</u> for the recipient in order to be processed. Incomplete forms will be returned to the student without being processed.
- ✓ Verification of enrollment requests are generally processed within three business days from the date received in the Records Office. Verifications for student loan deferments have a different timeline as required by the lenders and cannot be processed until after the first week of the semester has passed.

Need It Fast? Print your own enrollment verification online!

Did you know that you can print your own enrollment verification on the web starting on the first day of the semester?

- 1. Go to www.jccc.edu and select "MyJCCC" from the login menu at the top right corner.
- 2. Log in using your username and password.
- 3. Select "My Records" tab.
- 4. Select "Verification of Enrollment" icon. This will link you to the National Student Clearinghouse database.
- 5. Follow the prompts to print a verification of enrollment or check to see if your lender has already received verification of your enrollment.

JCCC sends student enrollment data to the National Student Clearinghouse (NSC) once a month. Student enrollment information will not be available on the NSC website until the <u>first day of the semester</u>. Students who need a verification of enrollment prior to that date will not be able to print a verification online and should submit a Verification of Enrollment Request form to the Records Office for processing.

Enrollment information on the NSC website may not reflect recent enrollment changes. If you are having trouble printing a verification online, please submit a Verification of Enrollment Request form to the Records Office and we will mail out your verification for you.