Verification of Enrollment Request

JCCC School Code: 008244-00

I authorize Johnson County Community College to release my information as indicated on this form. I understand that if this form is not complete or does not include my signature, it will not be processed. MI JCCC ID# First Name Date of Birth Last Name City Street Address State □ Fall ____ □ Spring ______ Semester & year to be verified: ☐ Standard Verification of Enrollment includes student's name, ID #, semester start and end dates, number of enrolled credit hours and full time or part time status for the term indicated above. If you need additional information to be included, check one of the special categories below. Student Loan Deferment: include student's social security #: ____ (Complete & sign student portion of loan deferment form if attached. (required by lenders) Forms will be processed after the first week of the semester) Car Insurance Good Student Discount: include grade point average (GPA). ☐ Third Party or Employer Tuition Reimbursement: include ☐ courses ☐ grades ☐ tuition. Parent Name (Member of Insurance) ☐ Health Insurance: include Member / Group ID # ☐ Include anticipated graduation date. ☐ Include verification of academic good standing. ☐ Letter of Non-Attendance (student has NO academic record at JCCC). ☐ Other: **Mail verification to:** (we **DO NOT** fax verifications of enrollment) ☐ Student's mailing address at the top of this form ☐ Email to: Street Address City State Zip Name (company or person) Student's Signature (required) Daytime Phone Number Date Submit this request by faxing to:913-469-2300 Office Use Only Email to: Registrar_Office@jccc.edu Date Stamp and Initial Mail to: Johnson County Community College 12345 College Blvd., Box 41 Overland Park, KS 66210-1299

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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 of the date received in the Records Office. Verifications for student loan deferments have a different timeline as required by the lenders. JCCC will process loan deferments after the 100% refund period.

Need It Fast? Print your own enrollment verification online!

Did you know that you can print your own enrollment verification on the web? You can request your verification after the first week 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 from the left toolbar.
- 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 after the <u>second week 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 send out your verification.