

Verification of Enrollment Instructions

- ✓ Request forms must include the signature of the student and a **complete mailing address** 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 first day of the semester. 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.