



Enrollment Verification Request

As a service to students, letters of verification of current enrollment are provided upon request, at no cost to students, for insurance companies, financial institutions, other colleges and universities, Southern Baptist Convention, scholarship committees, etc. We do not process enrollment verifications until after the date of financial responsibility. We will accept the request early and notify the individual that we are holding the verification until the date of financial responsibility. Enrollment verifications will be processed beginning the day of financial responsibility. Requests for enrollment are processed as promptly as possible; however, as much as five working days may be required at certain peak periods. Please complete all information below.

Date: _____	Student ID# _____
Student Name: _____	
Requested Year/Term of verification: _____	
Please mail verification to the following: _____	

Please fax verification to the following: _____	

Once completed, mail or fax form to the following:

Anderson Central
316 Boulevard
Box 1142
Anderson SC 29621

Fax: 864-231-2008