Admissions & Records
Enrollment Verifications/Loan Deferments

STUDENT INFORMATION:

CURRENT NAME _____ STUDENT ID/SSN _____

　　　　　　　　　　Last　　　　　　　　　　First　　　　　　　Middle

OTHER NAMES USED AT RCC _____ DATE OF BIRTH _____

CONTACT PHONE NUMBER or EMAIL ADDRESS _____

DELIVERY INFORMATION:

| Mark **ONE** of the following delivery options (A separate Enrollment Verification is required for each option) **WE DO NOT FAX OR EMAIL ANY VERIFICATIONS OR DEFERMENTS**

 ☐　Mail (complete mailing box to the right)

 ☐　Pick-up (destroyed after 90 days) | Complete if **Mail** was marked (Verifications will be mailed *exactly* as written below):
 Name (person or institution) _____

 Attention (person or department) _____

 Address _____

 City _____ State ____ Zip _____ |

ORDER INFORMATION:
Number of Copies requested _____
Verification Fee $2 (fee waived for first two verifications ever requested) *Deferments are free of charge
VERIFICATIONS AND DEFERMENTS WILL TAKE 5-7 BUSINESS DAYS TO PROCESS

ADDITIONAL INFORMATION:
TERM:

☐　Summer 20____	☐　Include Fee/Payment information**Optional	☐　Non-Enrollment
☐　Fall 20____	☐　Include Grade Point Average (GPA)**Optional	
☐　Winter 20____	☐　Deferments (FOR LOANS ONLY)	
☐　Spring 20____	☐　Other _____	

_____

NOTE:
- Enrollment Verifications and Loan Deferments may not be requested or released without **valid Photo ID.** If requested by a third party, there must be **written authorization** from the student with a copy of the **student's ID** and the third party must have a **valid Photo ID.**
- If you owe fees, your verification will not be released until all fees are paid.
- Online service is also available on MyPortal/WebAdvisor at www.rcc.edu or through www.degreeverify.org for third party verifications.

STUDENT SIGNATURE _____ **DATE** _____

OFFICE USE: Amount Paid $_____ Receipt #_____　　　Date _____

P/U Day _____ Units _____ Received by _____　　☐　Include Attachment Form