

## VERIFICATION REQUEST

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- Processing time is 3-5 business days. Verifications can be processed the same day if the \$15 fee is paid.
  - For **free & immediate** processing you may use the National Student Clearinghouse report available via the Student Records page in [Cyberbear.umt.edu](http://Cyberbear.umt.edu) (see back for directions).
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### INFORMATION TO BE RELEASED

STUDENT ID NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*\*Social Security Number on file will also be included\*\*

NAME (please print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

TERM TO BE VERIFIED: Autumn 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

**Note: We cannot provide official verification for future semesters unless you have paid your registration bill.**  
We may be able to supply pre-verification in some cases, though this may not be acceptable for your purposes.

Same Day Processing Fee – \$15 (Pay at Treasury Services)

ADDITIONAL INFORMATION YOU ARE REQUESTING: \_\_\_\_\_

\_\_\_\_\_

ADDRESS OF RECIPIENT (please print):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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- Enrollment verifications must be mailed out as hard copies to retain validity. **We are unable to send official verifications via fax or e-mail.**
  - Standard verification includes credit load, full/half-time/less-than-half-time status, academic standing, dates of attendance and anticipated date of graduation. If further information is required please request that at the bottom of the form.
  - This method of verification should **not** be used for veteran's benefits (see VETS Center for certification).
  - If you are e-mailing this form it must be done from your UMConnect e-mail account to [verifications@umontana.edu](mailto:verifications@umontana.edu) in order to be considered a valid request.

### RETURN TO:

Office of the Registrar • Aber Hall 623  
University of Montana • 32 Campus Drive • Missoula, MT 59812