

VERIFICATION LETTER REQUEST AND POLICY

- Students requesting a letter on UNE letterhead that requires a Registrar signature or seal must complete the following form.
- Students that have others forms to be verified, **do not need** to complete the Verification Letter Request Form. The verification requests can be submitted directly to Registrar@une.edu.
- We require employers, background screening firms and loan agencies to verify a student's enrollment, degree, and attendance directly through the National Student Clearinghouse at www.degreeverify.org.
- Current students can obtain a certificate of enrollment with dates of attendance directly through U-Online under Student Records.
- Processing time for letter requests is **3-5 business days**. Processing time is extended during the beginning and end of terms.

STUDENT INFORMATION

First Name: _____ Last Name: _____ Maiden Name: _____

Date of Birth: ____/____/____ PRN or SSN #: _____ Phone Number: _____

Email Address: _____ Approximate Dates of Attendance: _____

SECTION I: TYPE OF LETTER REQUEST

- Letter of Anticipated Graduation
 Letter of Degree Completion
 Letter of Enrollment
 Letter of Course Completion
 Letter of Good Standing
 Letter of Non-Attendance
 Other: _____

SECTION II: RECIPIENT INFORMATION

Please indicate below where the letter needs to be mailed/sent to:

 Send to the following E-mail: _____

 Fax to: _____ Attn. To: _____

 Pick-up in 3-5 business days on the
 Biddeford campus
 Portland campus

 Mail to the following address:

NAME OF RECIPIENT/INSTITUTION	DEPARTMENT/PERSON		
STREET ADDRESS	CITY	STATE	ZIP CODE

SECTION III: SPECIAL INSTRUCTIONS (if the letter requires specific information, please describe below)

SECTION IV: STUDENT APPROVAL (Font signature NOT accepted)

Student Signature: _____ Date: _____