

VERIFICATION REQUEST FORM

- Enrollment Verification takes (5) business days for processing (with some exceptions).
- If sending verifications to different recipients, please use a separate form for each recipient.

Email completed form to: admissions@gavilan.edu
or drop form off at Admissions & Records Office: SC - Student Center Building

STUDENT INFORMATION

Student ID: G#	Last Name:	First Name:
Mailing address:		
City, State, Zip Code:		
Date of Birth:	Contact Phone #:	
Email:	Are you currently enrolled: <input type="checkbox"/> Yes <input type="checkbox"/> No	

TYPE OF INFORMATION TO BE VERIFIED

Verification of Enrollment for Term(s): _____ (Term/Year: e.g: Fall 2022)

TYPE:

- Verification of degree(s) earned at Gavilan College.
- Letter of Non-Attendance / Verify non-enrollment
- Complete the attached form (e.g; Training verification for Child Care, Insurance, Housing, etc.)
- Special instructions: _____

DELIVERY OPTION / PICK UP

- I will pick up the Verification at the Office of Admissions & Records. *(Photo ID required at the time of pick up).*
- Third-Party will pick up the Verification at the Office of Admissions & Records
(Photo ID required at the time of pick up. Designated person must match Name below.)
 - Designated Third-Party Person to pick up: _____

First Name
Last Name
- Email verification to: _____

Name OR Institution
Email Address
- Mail verification to: *(1 request form per address listed). PRINT complete name of recipient & address:*
 Name OR Institution: _____
 Attention: _____
 Address (Number, Street): _____
 City, State & Zip Code: _____
- Special instructions: _____

My signature below confirms I am the student named on the form, and I authorize release Gavilan College to release the information for the purpose of verification.

Student signature _____

Date _____