



Enrollment & Degree Verification # 1360.015

INITIAL EFFECTIVE DATE: May 11, 1998	LAST REVISION DATE: December 11, 2023	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of the Registrar
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POLICY STATEMENT

The Office of the Registrar is responsible for verification of enrollment and degrees/certificates. Verifications cannot be processed if the student has a financial liability to the University.

SCOPE

This policy applies to all current and past students enrolled at the University.

REASON FOR POLICY

To inform students regarding the procedures for obtaining official verifications of enrollment and degrees/certificates from the University.

DEFINITIONS	
TERM	DEFINITIONS
Financial liability	The student has an outstanding financial balance at the University which is past due.
Enrollment or degree verification	An enrollment or degree verification is an official document which provides enrollment and/or degree status for a student. This document may be used for various purposes such as scholarship opportunities, medical coverage, loan deferments, jury duty, and car insurance. Verifications may include but are not limited to dates of attendance, degrees earned, and GPA.

ROLES AND RESPONSIBILITIES

The Office of the Registrar provides students and third parties with enrollment and or degree verifications.

RELATED RESOURCES

[Enrollment Verification Form](#)



CONTACTS

Office of the Registrar
11200 SW 8th Street, PC 135
Miami, FL 33199

HISTORY

Initial Effective Date: May 11, 1998

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): November 12, 2020, December 11, 2023.



Enrollment & Degree Verification # 1360.015a

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PROCEDURE STATEMENT

Students must request verification of enrollment through the Enrollment Verification Form. Enrollment verifications cannot be processed prior to the end of the add/drop period for a term. Enrollment can only be verified for the current or past term(s), not future terms. Enrollment and/or degree verifications cannot be processed if the student has a financial liability to the University.

Florida International University has authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verifications to employers and background screening firms. For further assistance, please contact the [National Student Clearinghouse](#) at:

service@studentclearinghouse.org
 Phone: (703) 742-4200
 Mail: National Student Clearinghouse
 2300 Dulles Station Boulevard, Suite 300
 Herndon, VA 20171