To conveniently serve the University of Rio Grande students around the clock, URG has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. You may obtain an official Enrollment Verification at any time via the Clearinghouse Web site at:
http://www.studentclearinghouse.org

- Click on the Students tab
- Click on Enrollment Verify, and then click Credit Card Purchase.
- There is a $2.50 charge per verification, Visa, MasterCard or American Express credit cards are accepted.
- Print your Enrollment Verification.

This Enrollment Verification can be presented to health insurance agencies, housing authorities, consumer product companies, banks, etc., when asked to provide official evidence of enrollment at the University of Rio Grande.

**Enrollment Verifications Requested by Mail**

Current students and alumni may request verification of current or past enrollment by mailing a signed letter of request or "request form" to the university's address:
University of Rio Grande
Office of the Registrar
PO Box 500
Rio Grande, OH 45674

Please include in your letter of request the following information:
- Your full name with any prior names such as maiden names
- Your social security number
- Your date of birth
- When you were enrolled and if you are currently enrolled
- Tell us what information you would like for us to include
- Address where you want the verification sent
- Your address and contact information in case we need to contact you for further information
- Please be sure to sign your request to authorize the release of the information, without your signature your request cannot be processed.

There is no fee for enrollment verifications by mail but the response time may take up to five business days once the request has been received. During busy times, it may take longer.
**Enrollment Verifications Requested in Person**
Current students or alumni students may request verification of enrollment in person at the Office of the Registrar, located in Florence Evans Hall. You may print a "request form" and have it filled out before you arrive. See above for detailed information needed. There is no fee for enrollment verifications made in person but the response time may take up to five business days once the request has been received. During busy times, it may take longer.

**Parent Requests for Verification**
We encourage the parents of our students to allow your college age student to be self-reliant and independent by having the student request the verification. If for some reason the parent must request the verification you will need to see "Third Party Requests Below".

**Third Party Requests for Verification**
The University of Rio Grande has contracted with the National Student Clearinghouse to provide service to process all Third Party Requests for verification of enrollment. If you would like to obtain enrollment information, please click the link below:
http://www.studentclearinghouse.org/