



You're one of a kind. So are we.

OFFICE OF THE REGISTRAR

ENROLLMENT VERIFICATION REQUEST INFORMATION

Enrollment Verification Request via National Student Clearinghouse:

To conveniently serve students around the clock, Rio 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 Website 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, and American Express are accepted.
- Print the Enrollment Verification.

The 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 Rio Grande.

Enrollment Verification 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 following:

Office of the Registrar
University of Rio Grande/Rio Grande Community College
P.O. Box 500
Rio Grande OH 45674

Include the following information:

- Full name with any prior names such as maiden names
- Last four of social security number
- Date of birth
- Enrollment dates
- Information to be included
- Address to send verification
- Contact information in case further information is needed
- Signature to authorize the release of information, otherwise the request will not 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 is received.

Enrollment Verifications Requested in Person:

Current students and alumni 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."

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: <http://www.studentclearinghouse.org>