



Enrollment Verification & Authorization to Release Information

Student Full Legal Name (Please Print): _____
Preferred Phone Number: _____
Germanna Student ID Number: _____
Current Term (Fall, Spring, or Summer): _____
Current Year: _____

I hereby give consent to Germanna Community College to release information to the Company/Organization/Person listed below. This form is authorizing a one-time release of information. It does not grant permanent access to your records beyond this request. If you would like for a specific person to have access to your records beyond this request, you must submit a FERPA Release form granting this permission.

Please check the box next to the delivery method you prefer:

I would like to pick up the letter from the _____ campus.

I can be notified that my verification is ready for pick up at this phone number: _____ . I understand that I will need to show my photo ID to the Welcome Center in order to pick up my verification.

I would like to have someone else pick up my verification letter.

Their name is _____ and their phone number is _____ . I understand that they will need to show their photo ID to the Welcome Center in order to pick up my verification.

I would like the letter to be faxed to this number: _____

I would like the letter to be emailed to the address listed below:

I would like the letter mailed to myself or a third party.

Recipient's Name: _____

Address: _____

City, State, Zip Code: _____

Semester(s) for which the verification is being requested:

Current semester

Previous semester(s), Term(s) AND Year(s) _____

Enrollment verifications include current program(s) of study, earned degrees, full/part-time status, dates of attendance, and number of credits. If additional information is needed, check the box next to the appropriate section(s) below.

Include GPA

Include anticipated graduation date

This request is for a MyCAA scholarship

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____

Office Use Only

Person who processed verification: _____

Date processed: _____