Verification of Enrollment

East Los Angeles College

Office of Admissions & Records
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
(323) 265-8801

OFFICE USE ONLY

S060/S061 _____
Amount Paid _____
Receipt No. _____
Pick-up On. _____
No Charge ☐

Name: _____
Last **First** **MI**

Student ID #: ☐☐☐☐☐☐☐☐☐

Address: _____
Number **Street**

Date of Birth: ☐☐☐☐☐☐

Email: _____

_____ ☐☐☐☐☐
City **State** **Zip**

Contact Number: _____

Other Names Used: _____
Last Name **First** **MI**

☐ **Regular Verification (Mail only, no pick-up option available):** Regular Verifications are **$3 per copy**. If you have never requested transcripts or verifications the first two (2) copies are free. Verifications are processed and mailed within 10 working days from the date of receipt.

☐ **Emergency Verification -** ☐ **Mail or** ☐ **Pick-Up:** Emergency Verifications are **$10 per copy**. If you have never requested transcripts or verifications the first two (2) copies are **$7 per copy**. Emergency Verifications are processed immediately and ready for pick-up during posted hours.

Semester/Year (Please check one): One verification per semester.

☐ Winter: ☐☐☐☐ (Year) ☐ Spring: ☐☐☐☐ (Year) ☐ Summer: ☐☐☐☐ (Year) ☐ Fall: ☐☐☐☐ (Year)

Name/Agency: _____
(Write in the name of the agency the verification is for, if it is for yourself please write in "self".)

Attention: _____

Address: _____ City: _____ State: _____ Zip: ☐☐☐☐☐

Type of Verification (Please check one):

Official College Print-Out (Please check one below):
- ☐ Class Schedule
- ☐ Enrollment Status

Student Provides Form (Please check one below):
- ☐ Child Care
- ☐ Employment
- ☐ Good Student Discount
- ☐ Medical Insurance
- ☐ Other: _____
- ☐ Student Loan Deferment (No fee applies if submitted by College to loan agency).

Student Signature: _____ Date: _____
(Authorization for release of information)

Released to: _____ Date: _____
(Sign when picking-up verification)

Office Use Only

Processed by: _____ **Date:**_____ **Semester:**_____ **Units:**_____

Revised 9/2010