

# VERIFICATION LETTER REQUEST

(Processing time: Up to 10 business days)

- Requests by FAX: (805) 756-7237
- Requests by email: records@calpoly.edu
- Requests by mail, send this request to:

**Cal Poly**  
Office of the Registrar  
1 Grand Avenue  
San Luis Obispo, CA 93407-0033

OFFICE USE

**STUDENT ID#**

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DATE OF BIRTH

PHONE / E-MAIL

**STUDENT NAME:**

Print: Last

First

Middle

PREVIOUS NAME(S)

X

Student Signature (REQUIRED)

- Pick-up    Mail    Fax    Email

Provide referencing information (policy number/policy holder name):

To:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Verify enrollment for CURRENT term:**  
(You MUST be registered for the term(s) selected)

- WINTER 20\_\_\_\_\_    SPRING 20\_\_\_\_\_    SUMMER 20\_\_\_\_\_    FALL 20\_\_\_\_\_

**Verify enrollment for previous term(s):**

Verification for enrollment for terms prior to Fall 1987 will require additional processing time.

- Verify enrollment for all previous terms
- Verify enrollment for the following terms: \_\_\_\_\_

- Verify Higher Education GPA                       Verify Term GPA (designate term): \_\_\_\_\_
- Verify degree(s) awarded
- Verify Anticipated Graduation Date\*

\*If Request for Graduation Evaluation is not on file, state your expected graduation date: \_\_\_\_\_