



TCC Enrollment Verification Request (Revised 6/27/16)

Include legible copy of a valid Driver's License or Student ID

⇒ **Student Information** (Required)

Name: _____

CWID: T_____

SSN# _____ - _____ - _____ (Required for loan deferments)

DOB: _____ - _____ - _____

Phone: (____) _____ - _____

⇒ **Semester and Year to be Verified:** _____

⇒ **Please choose ONE option:**

____ I am requesting that the **attached** form be completed.

____ I am requesting a letter of Admissions to Tulsa Community College.

____ I am requesting a letter stating: _____

____ I am requesting a Standard Verification Letter.

Includes:

- Enrollment Status (Full-time, Half-time, Less than Half-time)
- Beginning and Ending Dates of the Semester
- Hours currently enrolled
- Additional Information Requested: _____

⇒ **Delivery Method– choose ONE option:**

____ Pick up in person

____ Mail: Attention to: _____

Address

City

State

Zip

____ Fax document to: (____) _____ - _____ Attention To: _____

____ Third Party Authorization to Pickup: Please allow (name of party) _____ to pick up my verification letter.

Note: Third party must provide Enrollment Services with a legible Photo I.D. to the where the request is submitted.

- Photo Identification is required for all pick up requests.
- Please allow at least 48 hours for processing.

⇒ **Student Signature:** _____ **Date:** _____

It is the student's responsibility to verify that letters have been received when being sent via fax or mail. TCC is not responsible for lost or missing paperwork.

Return completed form in person to any Enrollment Services Office or by mail or e-mail with a Photo ID.

Include legible copy of a valid Driver's License or Student ID.

Mailing Address:
Student Records and Completion Services
Tulsa Community College
909 S. Boston Ave.
Tulsa, OK 74119
E-mail: records@tulsacc.edu

OFFICE USE: Accepted by: _____ Date: _____

Date Mailed/Faxed: _____ Date of Pickup: _____