

ENROLLMENT AND DEGREE VERIFICATION FORM – Vancouver Campus**Phone:** (236) 521-2418**Fax:** (236) 521-2400**Email:** vanregistrar@adler.edu*** PLEASE PRINT LEGIBLY AND COMPLETE THE ENTIRE FORM - INCOMPLETE FORMS WILL BE RETURNED *****SECTION 1: PERSONAL INFORMATION**

First Name: _____ Last Name: _____

Previous Names During Attendance: _____

Student ID: _____ Program: _____

Daytime Phone: _____ Email Address: _____

Degree: _____

Degree Completion Date (if applicable): _____

Pronoun (for use in Letter): _____

SECTION 2: CHECK ALL THAT APPLY TO YOUR REQUEST

International Students - letters for verification of enrollment, study permit extension, coop work permit, verification of degree earned etc., please **COMPLETE** the [Letter Request Form](#) or email Colin Osaka (cosaka@adler.edu).

- ☐ Verification of Enrollment – Standard letter
- ☐ Verification of Enrollment – Tuition breakdown
- ☐ Verification of Cumulative Grade Point Average (GPA)
- ☐ Verification of Degree Earned (please send your request **after** you receive email notification that your Degree has been conferred; **letters will be sent to students ONLY**)
- ☐ Unofficial Transcript Request (for students **without access** to Student Planner)
- ☐ Fill out the form(s) attached
- ☐ Special Instructions (if applicable): _____

Section 3: DELIVERY INFORMATION

Letter will be emailed to the student's Adler email address.

If different from your Adler email address, email document to: _____

Signature: _____ **Date:** _____

My signature signifies I am the student/alum making this request and the University reserves the right to request additional information to verify my identity. ***Typed signatures are accepted for this form ONLY when sent through your Adler email account; otherwise, you will need to hand sign the form.**

If returning request by mail, send to:

Adler University
Attention: Registrar's Office
520 Seymour Street, Vancouver, BC V6B 3J5

If returning request by email, send to:vanregistrar@adler.edu

IMPORTANT: Please allow 5 business days for processing. If you have any questions regarding the status of your request, please email our office at vanregistrar@adler.edu.