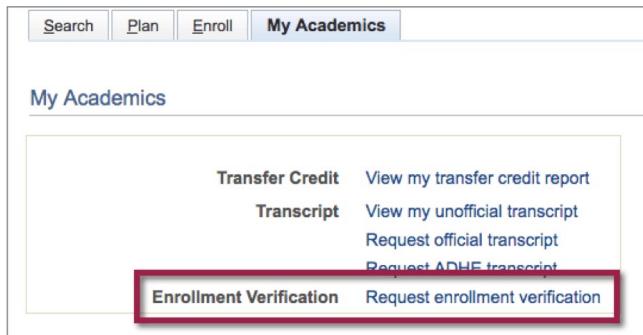


Enrollment Verification

You may choose to print or view an unofficial copy of your Enrollment Verification or request the University mail an official copy to a specified address. Instructions for both options follow.

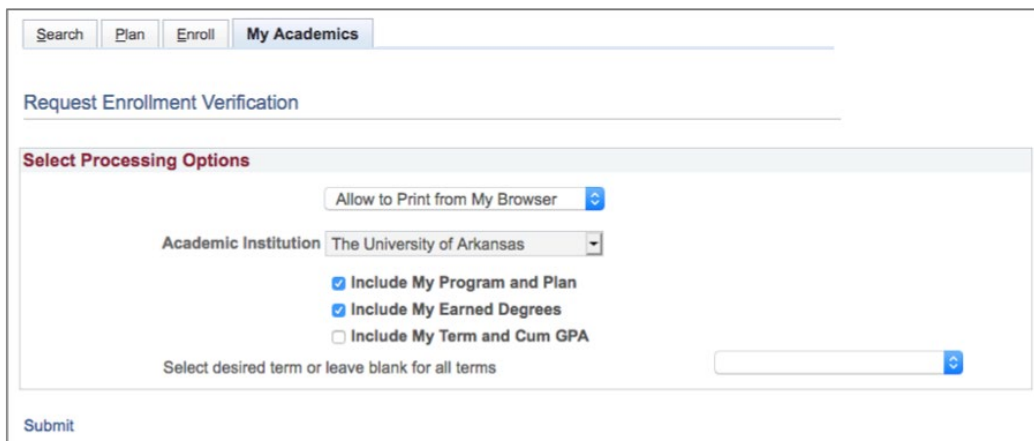
Print or View an Unofficial Copy

1. Click the **Academic Records** tile on your Student Homepage.
2. Click the **My Academics** link in the left navigation.
3. Click **Request Enrollment Verification**.



Unofficial Enrollment Verification

1. Select **Allow to Print from My Browser** from the processing options drop-down menu. This allows you to view or print an unofficial copy of your enrollment verification.
2. Check the boxes of the items you would like to appear on the enrollment verification.



3. Select the **Include My Program and Plan** checkbox to include your academic college and major on your enrollment verification.

<u>Current Program of Study</u>			
Career	Academic Program	Exp Comp Dt	
Undergraduate	Fulbright Col of Arts & Sci		
Academic Plan	Degree	Declare Dt	Sub-Plan
Journalism	BA	04/03/2017	Advertising-Public Relations
			Advertising-Public Relations

4. Check the **Include my Term and Cum GPA** checkbox to include a term GPA for each term and the cumulative GPA for the career.

Units	GPA	Status
11.00	2.625	3/4 Time
	0.000	No Units
14.00	2.357	Full-Time
	0.000	No Units
9.00	4.000	3/4 Time

5. Use the **Select desired term** drop-down menu if you wish to have enrollment verification for a specific term. *If a term is not selected, all terms will be included on the enrollment verification.*
6. Click **Submit** to view your selections.
7. Click the **Printer Friendly Version** link located at the bottom of the page to print an unofficial copy of the enrollment verification.

Official Enrollment Verification

1. To request an official copy of your enrollment verification be mailed from the Office of the Registrar, select **Request Institution to Mail** from the drop-down menu on the Request Enrollment Verification page.
2. Select the options you want included on the report.
3. Select a specific term to be listed from the drop-down list. *If a term is not selected, all terms will be included on the verification form.*

Request Enrollment Verification

Select Processing Options

Allow to Print from My Browser
 Request Institution to Mail

Date to be Printed 07/10/2019

Academic Institution The University of Arkansas

Include My Program and Plan
 Include My Earned Degrees
 Include My Term and Cum GPA

Select desired term or leave blank for all terms

4. Input the **Number of Copies** Required.
5. Check the **Send to My Address** check box.
6. Select the **Address type** from the drop-down menu.
7. Type the name of the person to receive the report in the **Send To** field.

****Incomplete address information will delay your request.****

Enter Recipient Address Information

*Number of Copies Required 1 Add Delete

Send To My Address

Send to Ray Zorback

Country United States

Address Edit Address

8. You are now returned to the Request Enrollment Verification page.

9. Click **Submit** to complete the request.

The screenshot shows a web form with two main sections. The top section, titled "Select Processing Options", includes a dropdown for "Request Institution to Mail", a "Date to be Printed" field set to "07/10/2019", and a dropdown for "Academic Institution" set to "The University of Arkansas". Below these are three checkboxes: "Include My Program and Plan" (checked), "Include My Earned Degrees" (checked), and "Include My Term and Cum GPA" (unchecked). A text prompt asks to "Select desired term or leave blank for all terms" with an empty dropdown. A note states "To enter additional addresses to this request, select Add. To review other addresses in this request, use the navigation links." A red warning message reads "**Incomplete address information will delay your request.**". The bottom section, titled "Enter Recipient Address Information", features a "*Number of Copies Required" field set to "1", "Add" and "Delete" buttons, a checked "Send To My Address" checkbox, and an "Address Type" dropdown set to "Local". A "Send to" field is partially filled. The address details are: "Country United States", "Address 1083 E. Sain Ave. Fayetteville, AR 72703", and an "Edit Address" link. A "Submit" button is highlighted with a red box at the bottom left of the form area.

10. You will receive confirmation that your request was successful.
11. Your **Enrollment Verification** will be *mailed within three business days*.