



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

OFFICE OF THE UNIVERSITY REGISTRAR

REQUEST FOR LETTER OF VERIFICATION

NOTE: All letters will include: Name, Social Security Number, Major, Dates of Enrollment, Full-time or Part-time status.

VERIFICATIONS CANNOT BE FAXED DUE TO FEDERAL PRIVACY LAWS.

NAME: _____ STUDENT ID NUMBER _____ PLEASE PRINT

*REQUIRED NAME OF COMPANY STUDENT IS SUBMITTING DOCUMENTATION TO: _____

INFORMATION NEEDED: PLEASE CHECK ALL THAT APPLY

- HISTORY OF ENROLLMENT AT SOUTHERN MISS (INCLUDES DEGREE(S) EARNED)
CHECK BOX IF YOU NEED ANTICIPATED DATE OF GRADUATION INCLUDED ON VERIFICATION
CHECK BOX IF YOU NEED GPA INCLUDED ON VERIFICATION

- LETTER OF GOOD STANDING
OFFICIAL CLASS SCHEDULE
DEGREE PENDING LETTER
LETTER OF NON-ATTENDANCE

CHECK BOX FOR THE METHOD OF DELIVERY YOU PREFER PLEASE CHECK ALL THAT APPLY

- POSTAL MAIL: PROVIDE MAILING ADDRESS OF COMPANY BELOW
EMAIL: PROVIDE EMAIL ADDRESS OF COMPANY BELOW
OPT TO PICK UP: WILL RECEIVE EMAIL WHEN READY FOR PICK UP

Table with 2 columns and 3 rows for providing addresses and email information.

*REQUIRED SIGNATURE DATE

Please return your form by any method below:

Buttons for Postal Mail, Email, and Fax return methods.

The University of Southern Mississippi
Office of the University Registrar
118 College Drive #5006
Hattiesburg, MS 39406

registrar@usm.edu

(601) 266-5816

REGISTRAR OFFICE PERSONNEL ONLY PROCESSED BY: _____ DATE: _____