



MENLO COLLEGE

Office of the Registrar

1000 El Camino Real
Atherton, CA 94027
650-543-3737 (phone)
650-543-4103 (fax)

Enrollment/Graduation Verification Request

Use this form to request official verification of enrollment and/or graduation. Please note: In some cases an official transcript may be required; official transcripts must be requested in writing - please use the Transcript Request Form. It is the student's responsibility to know if they need an official transcript.

Submit this form to the Office of the Registrar.

(PLEASE PRINT NEATLY IN INK)

Name while attending Menlo College: _____
Last First Middle

Student ID #: _____ Social Security #: _____ Date of Birth: _____
(for identification purposes) (for identification purposes)

Period of Attendance: _____ Phone #: _____

Mailing Address: _____
Number and Street Box/Apartment

_____ City State ZIP

I need (check one): Enrollment Verification Graduation Verification Both

For enrollment verification: Verify my entire enrollment OR Verify terms listed below

Term(s) of enrollment to be verified (make sure to include the year):

Example: Fall 1998

Do you need Menlo to verify full-time and/or part/time enrollment of each term? Yes No

Allow 1-3 business days for processing (check one):

Please mail to: ATTN: _____

Mailing Address: _____
Number and Street Box/Apartment

_____ City State ZIP

Please fax to: ATTN: _____ Fax # _____

Student Signature: _____ Date: _____