



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

Mississippi College has authorized the National Student Clearinghouse to act as our agent for providing enrollment verifications. This free service is available 24/7 to current students through their MyMC account. If a student needs further verification after using this service, or additional documents need to be completed, please complete this form below and return to the Office of the Registrar.

- All additional documents must be included with the form at time of submission.
- This form must be returned with a valid photo ID
- Please note that official verifications can only be provided after a semester has begun.

Request for Verification of Enrollment

Step 1: Student Information

Student's Full Name: _____

MC ID#: _____ Phone Number: _____

Step 2: Verification Information

Verification Type:

- Verification of Enrollment
 Third-Party form attached to this request
 Letter of Non-Enrollment
 Letter (other): _____

Semester(s) and Year(s) to be verified:

(Ex. Spring 2015, Summer 2018)

Enrollment verifications will include the semesters start and end dates, the number of hours enrolled, and full-time or part-time status. Do you need any additional information?

Step 3: Delivery Information

Mail: Name/Company _____

Address _____

City/State/Zip _____

Pick up in Office of the Registrar _____

Fax Number: _____

Email: _____

Step 4: Signature

I grant permission for release of my academic record as indicated on this form. All the information I have provided is accurate.

Signature: _____ Date: _____