



## Letter and Form Certification Request

**Note:** The Records Office can verify enrollment for *current and/or previous quarters*. Please submit this form to the Office of Enrollment Services, Administration 146. (Continuing Education enrollment verification will not be processed until the third week of the quarter).

\_\_\_\_\_  
*student I.D. number*

\_\_\_\_\_  
*birth date*

\_\_\_\_\_  
*today's date*

**PLEASE PRINT**

\_\_\_\_\_  
*last, first, m.i.*

\_\_\_\_\_  
*signature*

\_\_\_\_\_  
*major*

\_\_\_\_\_  
*anticipated graduation date*

Class level (*check one*):     Freshman     Sophomore     Junior     Senior     Graduate

Are you enrolled through Continuing Education? (*check one*)     Yes     No

To ensure satisfactory service, please complete this *Letter and Form Certification Request* clearly and accurately. If you are submitting a form with attachment be sure that your portion is filled out completely.

Enrollment status for all students falls into one of the following categories:

- |           |                              |
|-----------|------------------------------|
| Full-time | enrolled in 12 or more units |
| Half-time | enrolled in 6-11 units       |
| Part-time | enrolled in 1-5 units        |

**Note:** Each unit of graduate (500-level) courses is considered as 1½ units (when taken by postbaccalaureate or graduate students) for enrollment status certification purposes only.

Please verify the following from my Cal State L.A. academic record. (*Please print your request on the lines below. If you do not show the requested information below, this form will be returned to you unprocessed.*)

---



---



---



---



---



---

Please indicate a mailing address.  
(Allow 3 days for completion of request.)

---



---



---



---

FOR OFFICE USE ONLY	
Mailed	_____
<i>date</i>	<i>by</i>
Picked up	_____
<i>date</i>	<i>completed</i>
Returned to Student on	_____
<i>date</i>	<i>by</i>