

# Enrollment/Degree Verification Request



Student record information released will be reported in accordance with the enrollment records on file as of the date of the verification request. Students are encouraged to confirm their account is clear of holds as some holds prevent the release of enrollment verifications.

## SUBMIT A REQUEST

Enrollment/Degree Verification requests can be submitted in person to the Registrar's Office at OMB N330 or via email to [UHDRecords@uhd.edu](mailto:UHDRecords@uhd.edu) with a government issued photo ID.

## STUDENT INFORMATION

Student ID                      Date of Birth                      Last Name                      First Name

Phone Number                      Other Name(s) Used

## TYPE OF VERIFICATION & RECIPIENT

**Non-enrollment verification**  
Recipient should be institution requesting verification.

**Recipient Information**  
Enter email address(es), physical address(es) or indicate for pick up.

**Loan Deferment verification**  
Include any form(s) that need to be completed.

**Metro Q-Card verification**  
Must be a full-time student with no financial holds.

**Letter of Degree verification**

**Letter of Enrollment verification**

All semesters enrolled at UHD

Current semester only

Individual semester

Semester  
Fall, Spring, Summer

Year

## ADDITIONAL INFORMATION REQUIRED

Primary name and date of birth is included on all verification letters. Additional information requested will match student record on file.

Address/Phone Number

Social Security Number

UHD GPA

Enrollment Status (half-time, full-time, etc.)

Major/Minor/Degree Pursued

Anticipated Graduation Date

Classification (Freshman, Sophomore, etc.)

Other

## STUDENT CONFIRMATION

I authorize University of Houston-Downtown to release the information indicated on this request to the recipient(s) listed.

Student Signature

Date