

# Enrollment Verification Request Form

Please fill out form, print, sign, and mail, e-mail or fax to:

University of Wyoming, Office of the Registrar  
Dept. 3964, 1000 E. University Ave., Laramie, WY 82071  
Phone: (307)766-5272 Fax: (307) 766-3960  
E-mail: rr-transcript@uwyo.edu

Date \_\_\_\_\_ Number of Copies \_\_\_\_\_

Name of Student \_\_\_\_\_ Student "W" ID or Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

**Student Signature** (required to release GPA or Schedule): \_\_\_\_\_

Requested by (if other than student): \_\_\_\_\_

Select an Option:

- Will pick up in person (generally available 1-2 business days after request is received – no charge)
- Same-Day Service – Limit 2 (\$10.00 charge – pick-up only)
- E-mail Service – Limit 1 (generally sent within 1-2 business days - no charge)

**ATTN (Who should this be sent to?):** \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Recipient's E-mail Address: \_\_\_\_\_

Verify E-mail: \_\_\_\_\_

- Send Verification to (use a complete address; generally mailed within 1-2 business days - no charge):

**ATTN:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- For Which Semester?  Current  
 History (shows all previous registration as well as current)  
 Pre-registration (**must be registered for next semester**)

**Needed for the following: (please check)**

- Scholarship, Loan Deferment, Health Insurance
- Degree Conferred
- Good student car insurance discount (GPA must be 3.0 or above **at UW**)
- Other (to show resident status; good standing at UW, must have a 2.0 GPA)
- Pre-registration (only available if you have registered for the next semester)
- GPA (**signature required to release**)
- Copy of Schedule (only current semester can be issued) **signature required to release**