

**REQUEST FOR ENROLLMENT / DEGREE VERIFICATION**

- **PLEASE PROVIDE MAILING LABELS IF WE ARE SENDING MORE THAN 5 ITEMS TO DIFFERENT ADDRESSES.**
- Complete one form for each mailing address.
- Verifications will not be released without a signature.
- There is no charge for sending a verification.

**\* Please allow 5 business days for processing \***

Student ID #:	<input type="text"/>	Classification	School
Date of Birth:	<input type="text"/>	<input type="checkbox"/> Student	<input type="checkbox"/> Medical <input type="checkbox"/> Health Professions (formerly Allied Health)
Phone #:	<input type="text"/>	<input type="checkbox"/> Alumnus	<input type="checkbox"/> Graduate <input type="checkbox"/> Nurse Practitioner/Midwifery
		Semester / Dates of Attendance:	<input type="text"/>

Name (Last, First Middle):

Previous Name (if different from above):

Number of Verifications Requested **NOTE: PLEASE PROVIDE MAILING LABELS IF WE ARE SENDING MORE THAN 5 ITEMS TO DIFFERENT ADDRESSES.**

Signature *NOTE: VERIFICATIONS WILL NOT BE RELEASED WITHOUT A SIGNATURE.* \_\_\_\_\_ Date \_\_\_\_\_

With few exceptions, you are entitled on your request to be informed about the information UT Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Southwestern correct information about you that is held by us and that is incorrect, in accordance with procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UT Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. Of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**PICK UP** from the Office of Enrollment Services located in the Bryan M. Williams Student Center

**MAIL** verification to:

To:

Address:

City:  State:  ZIP Code:

**FAX** verification to:

Attention:

Fax #:

**SPECIAL INSTRUCTIONS**

Hold for posting of degree