

ENROLLMENT VERIFICATION

When a loan agency, student loan provider, employer, insurance agency, etc. requires proof that a student enrolled at the University of Michigan-Dearborn, the student can obtain an Enrollment Verification Letter from the Office of the Registrar, at the student's request, or online via the National Student Clearinghouse (NSC).

Enrollment Verification requests cannot be processed prior to the term's official start date.

Requesting Enrollment Verification

The Electronic PDF Enrollment Verification Letter

University of Michigan-Dearborn has partnered with the National Student Clearinghouse (NSC) to provide official enrollment verification online. This partnership allows students to access and print enrollment verification letters 24 hours a day, seven days a week. The certificate includes basic enrollment information for current and prior enrollment at UM-Dearborn. The NSC website provides instructions for submitting a request.

NOTE: Online Enrollment Verification Requests service is available 3-4 weeks after the term begins

Loan Deferments

The University of Michigan-Dearborn uses the National Student Clearinghouse as the service for verifying enrollment for student loans. These verification requests will be processed by that agency within 10 business days of receipt of a request from the Office of the Registrar. The Printable Enrollment Verification Request Form is used for this purpose and is available online (<https://umdearborn.edu/one-stop/registration-and-degree-planning/records-and-transcripts/enrollment-verification/>). When requesting verification for a student loan, you must submit the official forms sent to you by the loan agency along with your request to the Office of the Registrar, registrars@umich.edu.

All Other Requests

The Office of the Registrar processes requests for enrollment and degree verification, excluding student loan deferments. Requests are accepted via email or mail. If you are requesting enrollment verification on a document that you have received, complete the Printable Enrollment Verification Request Form (<https://www.dropbox.com/s/ffr2qyyf0i0azf4/ENROLLMENT%20VERIFICATION%20REQUEST%20FORM.pdf?dl=0>) (available on the Office of the Registrar's website: umdearborn.edu/registration), and send it along with the document to the Office of the Registrar.

Please forward completed Printable Enrollment Verification Request Forms to:

University of Michigan-Dearborn
Office of the Registrar
4901 Evergreen Road
Dearborn, MI 48128-2406

Or Email: registrars@umich.edu

Scale

The following scale is used when verifying student enrollment status at UM-Dearborn:

Status	Undergraduate	Graduate
Full Time	12 or more hours	8 or more hours (6 hours for Rackham PhD)
Three-Quarter Time	9-11 hours	6-7 hours
Half Time	6 to 8 hours	4-5 hours
Less Than Half Time	5 or less hours	3 hours or less

CECS Rackham Ph.D. students are considered full-time once enrolled in 6 or more credit hours.

Processing Time

Enrollment and Degree Verification Letters will be processed within 5 business days after the request is received by the Office of the Registrar.