

VERIFICATION OF ENROLLMENT

4901 Evergreen Road
Dearborn, MI 48128-2406

Or Fax to:

University of Michigan-Dearborn
Office of the Registrar
313-593-5697

Enrollment Verification requests cannot be processed prior to the end of the Change of Election (add/drop) period for the term requested.

When a loan agency, student loan provider, employer, insurance agency, etc. requires proof that a student enrolled at the University of Michigan-Dearborn, the Office of the registrar, at the student's request, can provide an Enrollment Verification.

Requesting Enrollment Verification

The 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 NSC website provides instructions for obtaining an enrollment verification letter.

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 the request at the Office of the Registrar. Enrollment Verification request forms are available at the Office of the Registrar, 1169 University Center, during regularly scheduled office hours or via this website. 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.

All Other Requests

The Office of the Registrar processes requests for verification, excluding student loan deferments. Requests are accepted via mail, fax, or UM-Dearborn Connect (online). Using the online Enrollment Verification Request Form requires a Personal Identification Number (PIN). Your PIN is used as an electronic signature, allowing us to release the information that you are requesting. For your security, you should keep your PIN confidential. If you do not have a PIN or have forgotten it, please mail or fax the Printable Enrollment Verification Request Form. If you are requesting enrollment verification on a document that you have received, use the Printable Enrollment Verification Request Form, complete it, and mail or fax it along with the document to the Office of the Registrar.

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 |
| 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 |

Please forward completed Printable Enrollment Verification Request Forms to:

University of Michigan-Dearborn
Office of the Registrar
1169 UC