

UCLA Special Verification Letter Request

Instructions

Third Party Verification: UCLA has authorized National Student Clearinghouse to act as its agent for all third-party student enrollment and degree verifications. Many loan institutions (such as Sallie Mae and others) use National Student Clearinghouse to obtain this information.

Student Verification: Complete this form to request verification of student status that must appear on official Registrar letterhead, or to request verification of data not included on official academic or verification transcripts. Submit this form in person or by mail to the UCLA Registrar's Office, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. Form may be faxed to 310-206-4520 or e-mailed to reginfo@registrar.ucla.edu. If the request can be satisfied, a \$10 special handling fee is charged to the student BruinBill account; non-UCLA students must include check payable to Regents-UC with request. Allow two (2) business days for processing.

Student Information type or print clearly

Full Name (Last, First Middle)			9-Digit UCLA ID
Current Mailing Address – Street			Date of Birth
City	State	ZIP/Postal Code	Telephone
Province (Canada only)	Country		E-mail

Request \$10 per document

- Notarization (by notary public) of Registrar document
- Diploma *photocopy required* Academic transcript Proof of Enrollment
- Nonattendance confirmation for non-UCLA students only *special handling fee must accompany form*
- Other *(type or print clearly)* _____

Delivery select one only

- Pick up at Registrar's Office, 1113 Murphy Hall *photo ID required*
- E-mail or fax to _____
- USPS mail to _____

Student Signature

Date

Office Use Only

Request processed _____

Fee billed _____