

UCLA Special Verification Letter Request



Instructions

Note: 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.

Complete this form to request verification of student status that must appear on official Registrar's letterhead or to request verification of data not included on official academic or verification transcripts. File this form in person or by mail with the UCLA Registrar's Office, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. Form may be faxed to 310-206-4520. If the request can be satisfied, a \$10.00 special handling fee is charged to your BruinBill account; non-UCLA students must include check payable to Regents-UC with request. Please allow two (2) business days for processing.

Student Information (please print clearly)

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

Request

- Newly admitted, Statement of Intent to Register submitted *Special handling fee waived for newly admitted students.*
- Internship course (195CE) academic credit verification *Must be enrolled in course.*
- Notarized document diploma transcript other _____
- Nonattendance confirmation for non-UCLA students only *Special handling fee must accompany form.*
- Other (please print clearly) _____

Delivery

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

Student Signature	Date
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OFFICE USE ONLY

Request Processed _____

Fee Billed _____