

**Enrollment Verifications** are official documents from the UC Davis Office of the University Registrar used to verify enrollment status for eligibility for financial aid and/or services such as health insurance, car insurance, county agencies, subsidized childcare, loan deferments, and scholarships. They are printed on letterhead, include our legal seal, and the Office of the University Registrar's signature.

Enrollment verifications provide information regarding enrollment status and include the student's name, student identification number, start and end dates of the selected term, status (full- or part-time), and expected graduation date. Verifications are unique to the term for which they are requested. Verifications *are not transcripts*; they do not contain a complete list of courses or grades for each term. If this is the information you require; see <https://registrar.ucdavis.edu/records/transcripts>.

Students must be enrolled in classes for a given term to verify the term. If fees have not yet been paid for the term, the following notation appears: "This student is not considered a registered student for the term listed above. The student has enrolled in courses but has not paid fees for the term."

**Scholarship Verifications** provide payment and remittance information for the scholarship donor.

**To receive the verification letters listed below, the student must be in paid status; having paid fees for the term.**

**Class Registration Verifications** display the registered courses (subject, course, CRN, Course Title) for the term.

**Tuition and Fee Verifications** display the tuition, fees, and health insurance (SHIP) that have been assessed for the term.

**GPA Verifications** are often used for scholarships and good student discounts. This verification includes UC GPA once grades are official for the term, and is available approximately two-four weeks after the end of the term.

**Degree Verifications** are used to verify the completed degree with major and minor information without providing GPA, Course Titles or Grades. This verification letter is only available once the student has been formally degree awarded; approximately eight-ten weeks after the end of the graduation term.

**Request your verification at [registrar@ucdavis.edu](mailto:registrar@ucdavis.edu).**

Only [non-degree seeking students](#) and those in [M.B.A., J.D., M.D., D.V.M. degree programs](#) are required to pay the [\\$15 per service verification fee](#).

If paying per service, see the form, under **Payment Options**.

**We do not accept payment information by fax, phone, or email.**

There is no cost for Enrollment Verifications sent directly to one of the following: Housing and Urban Development, Social Security Agencies, County Agencies (re: income and expense), Verification of family member enrollment for financial aid, Subsidized or low-income housing, Subsidized, City of Davis or Parks and recreation day care, Loan Deferment, Greater Avenues for Independence Network Social Services (GAIN) program, or Scholarship letters to obtain money you have already been awarded.

For additional assistance, contact [registrar@ucdavis.edu](mailto:registrar@ucdavis.edu).

Complete and send the completed form to [registrar@ucdavis.edu](mailto:registrar@ucdavis.edu). Verifications will be emailed, unless noted otherwise. Allow seven-ten business days processing time for mailed requests, plus mailing time.

**Personal Information**

Student ID Number \_\_\_\_\_ Email Address \_\_\_\_\_  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Phone \_\_\_\_\_

**Verifications are produced with your Lived name unless your Legal name is requested instead, below.**

**Letter Information**

Term to Verify (ex. Fall, Winter, etc.) \_\_\_\_\_ Year \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Choose the letter(s) that you are requesting:

- Enrollment for Term    Enrollment for Term & History (includes previous terms)    Class Registration for Term  
 UC GPA (available two-four weeks after the end of the term)    Tuition & Fees for Term  
 Degree Awarded (available 8-10 weeks after end of term)  
 Scholarship Verification (Name of Scholarship) \_\_\_\_\_  
 Include attachment(s) submitted with form

**Mailing Information**

Email (how many) \_\_\_\_\_ verification(s) to the following, *please note cost is per letter; see other side:*

Email Address \_\_\_\_\_

Name/Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip/Nation \_\_\_\_\_

**Authorization**

*I certify that I am the above-named person requesting this letter.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**An electronic signature is accepted if sent from a UC Davis email (name@ucdavis.edu).**

**Payment Options**

Only **Non-Degree seeking students and those in M.B.A., J.D., M.D., D.V.M. degree programs** are required to pay the \$15 per-service transcript fee.

**Credit Card Option.** Credit card payments must be paid [online](#). Once paid, email your completed form and copy of your payment receipt confirmation to [registrar@ucdavis.edu](mailto:registrar@ucdavis.edu).

**In-Person Option.** Pay by cash, check or money order payable to *UC Regents*; include your student ID number.

**Mail-In Option.** Pay through USPS mail by check or money order payable to *UC Regents*; include your student ID number, and then mail to: UC Davis Payment Lockbox, PO Box 743168, Los Angeles, CA 90074-3168.

Paid by: Check # \_\_\_\_\_  Money Order

**Office Use Only**

Doc fee:  Yes  No  
If No, denote order number:

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