

**VERIFICATION LETTER REQUEST AND POLICY**

- This form is required for students requesting a personalized letter on UNE Letterhead that requires a **Registrar's signature** and **University seal**. This letter request form must be returned to the Registrar's Office for processing.
  - Students who need **licensure or other paperwork** verified do not need to complete the Verification Letter Request Form unless they need a specific letter included. Please forward the paperwork to [Registrar@une.edu](mailto:Registrar@une.edu) for processing.
- We require employers, background screening firms, and loan agencies to verify a student's enrollment, degree, and attendance through the **National Student Clearinghouse** at [www.degreeverify.org](http://www.degreeverify.org).
- Processing time for letter requests is **3-5 business days** or **5-7 business days** during the beginning or end of term.

**STUDENT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ PRN or SSN #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approximate Dates of Attendance: \_\_\_\_\_

**SECTION I: TYPE OF LETTER REQUEST**

- Letter of Anticipated Graduation   
  Letter of Degree Completion   
  Letter of Enrollment   
  Letter of Course Completion  
 Letter of Good Standing   
  Letter of Non-Attendance   
  Other: \_\_\_\_\_

**SECTION II: RECIPIENT INFORMATION**

Please indicate below where the letter needs to be mailed/sent to:

- Send to the following E-mail: \_\_\_\_\_  
 Fax to: \_\_\_\_\_ Attn. To: \_\_\_\_\_  
 Pick-up in 3-5 business days on the  Biddeford campus  Portland campus  
 Mail to the following address:

NAME OF RECIPIENT/INSTITUTION		DEPARTMENT/PERSON	
STREET ADDRESS		CITY	STATE      ZIP CODE

**SECTION III: SPECIAL INSTRUCTIONS** (if the letter requires specific information, please describe below)

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**SECTION IV: STUDENT APPROVAL**

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