



Anne Arundel Community College

101 College Parkway Arnold, Maryland 21012-1895

Records and Registration Office / SSVS 140

410-777-2243 / Fax 410-777-2489 / records@aacc.edu / www.aacc.edu/recreg / MyAACC <http://myaacc.aacc.edu>

VERIFICATION OF ENROLLMENT

Enrollment verifications are requested to verify a student's enrollment status at Anne Arundel Community College for a given term. Anne Arundel Community College can only verify enrollment for a term in which the student is/was registered.

Name _____
Last First MI Student ID or Social Security Number

Year: _____
Term: Fall Spring Summer
Enrollment type: Credit Student/Courses Continuing Education Student/Courses
Enrollment status: Full-time (12 or more credits) Half-time (6 – 11 credits) Less than half-time (5 credits or below)

Type of verification:
 Pre-registration letter
 Official verification*
**Official verification is available after the published drop date (see Schedule of Classes for dates). Prior to the drop date, AACC issues a pre-registration letter.*

Verification requested for:
 International student or Au Pair
 Military ID
 Insurance purposes
 Good student discount
 TEACH Grant
 Other

I have attached a form to be completed: Yes No
Optional: Anticipated date of graduation _____ month/year

Delivery Instructions:
 I will pick up the letter (normally available within two to three business days)
 Please fax to: _____
Fax number Attention
 Mail to: _____
Additional Comments (if necessary): _____

Student Signature (Required)

- I have read and understand the following:
 AACC can only verify enrollment for a term in which the student is/was registered.
 Normally this request will be processed within two to three business days. However, at certain times of the year there may be a slight delay due to the heavy volume of requests.
 Official verification cannot be completed until *after* the drop date (see the Schedule of Classes). If you need the verification *before* the drop date, a pre-registration letter can be requested. Session dates are included in enrollment verification letters.
 Student enrollment status is reported periodically to the National Student Clearinghouse for each term the student is enrolled. Student loan companies, employers, insurance companies, etc. may obtain enrollment information through the National Student Clearinghouse at www.studentclearinghouse.org.

Student Signature _____ Date _____