CYPRESS COLLEGE
9200 Valley View Street, Cypress CA 90630
Admissions and Records

Request for Verification

Directions

1. Use this form to request verification of your enrollment as a full-time, half-time, or part-time student at Cypress College in the term you specify. Student may submit this request with a supplemental form provided by third party.
2. The fee is $3.00 for each letter. This fee is waived for Cal-Grant GPA, EDD un-employment, loan deferment verifications ***ONLY***.
3. Cypress College will verify only units taken and GPA at Cypress College, NOT degree information.
4. Sign and date the completed form and submit it with the fee(s) to the Admissions and Records Office. Please allow 7 to 14 business days for processing.

Student Permanent ID Number:	@									OR Social Security Number:									

Legal Name:				Date of Birth:	
	Last	First	M.I.		mm/dd/yyyy

Address:				
	Street and Apt (not a P.O. box)	City	State	Zip

Telephone:		Email:	
	Area Code and Phone Number		

1. Please indicate the type of enrollment you wish the College to verify (check one):

   ☐ Full-time (12 or more units) ☐ Half-time (6-11.5 units) ☐ Part-time (less than 6 units) ☐ GPA

2. For which term and year do you wish the College to verify your enrollment?

   ☐ Fall ☐ Spring ☐ Summer Year: _____

3. Please check the delivery option you prefer: ☐ I will pick it up in Admissions and Records after three business days.
   ☐ Please mail it within 7-10 business days to the address below.

4. If you want us to mail the verification to an address different from the one above, please enter the recipient below:

Name:			
	Last	First	M.I.

Address:				
	Street and Apt or a P.O. box	City	State	Zip

5. Special Instructions: _____

   _____

   _____

My signature below certifies as an agreement to release my student record(s) to the above named part or myself.

_____ _____
Student Signature *Date*

OFFICE USE ONLY

Received By:	Completed By:	Term	Units Enrolled	GPA	Date Term Start	Date Term End
Date Received:	Completed Date:					
Amount Paid:						

Original: Admissions and Records Office File
Blue: Complete Student Copy
Yellow: Student Receipt

Revised 5/2007