



SIMMONS UNIVERSITY
Office of the Registrar
300 The Fenway, Boston, MA 02115
Tel 617.521.2111 Fax 617.521.3144
VERIFICATION REQUEST FORM

Current Name: _____

Name During Attendance: _____

Simmons ID #: _____

Approximate Dates of Attendance: _____

Anticipated Completion Date: _____

Degree Earned (if applicable): _____

Date of Birth: ____/____/____ Daytime Phone: _____

E-mail Address: _____

Verification TYPE:

TYPE OF REQUEST	DESCRIPTION	# OF COPIES
Enrollment Verification	An Enrollment Verification is for current students to show the number of credits registered for each semester and the corresponding status, as designated by number of credits. This form also lists the anticipated graduation date and anticipated degree to be earned.	
Degree Verification	A Degree Verification is used to show that a student graduated from Simmons University, and lists the conferral date and the type of degree earned.	

Method of Obtaining Verification:

Pick Up (Please note that we will only hold the item for 3 months. We will only release the item upon presentation of a photo ID.)

Send out (if sending out, fill in information below).

If Sending Verification: Provide mailing address (FILL OUT ONE FORM PER ADDRESS)

To Mail:

Name of Recipient	
Street	
City, State, Zip	

To Email or Fax:

Email or Fax	
--------------	--

Signature: _____

Date: _____