CONTACT: records@morgan.edu

PURPOSE: This form is used to request a letter from the University verifying enrollment or degree completion for a student.

PROCESSING TIME: 1-3 Business days (For forms that need certification from other departments, additional processing time may be required.)

REQUIREMENTS: • Active student must use MSU email account
  • Valid government-issued photo ID or MSU Bear card
  • Active registration for the semester being verified.

ADVISEMENT: If you are attaching a form to be completed by the office, please ensure you have signed anywhere on the form requiring the student signature. Verification letters do not show GPA, courses taken, or academic honors; that information, is included on the official transcript. You can place an order for an official transcript here.

STEPS

1) From the “Online Forms” page, click the name of the form to begin. A window will open.
   1A. Enter student ID and today’s date. If you do not remember your student ID please enter 0000 and last four of your SSN. EX 00001111
   1B. Attach ID

2) Select the information you need.
   2A. Choose whether you need a letter or a form completed. Choose the semester and year of verification.
   2B. Select your student status
   2C. If you selected “Provide a letter of verification” select the information to include in your letter. If you selected “Complete attached form” an attachment icon will generate.
   2D. Select your delivery method and how many copies. Sign the form.
   2E. Select “Finish”. The window will automatically close if all information has been entered correctly.

3) The form will automatically route to The Office of the Registrar for processing. You will receive an email once the form has been completed. Mailed verifications can take 2-5 business days to be delivered via USPS mail.