Kutztown University
Enrollment Verification Form

Student Information

Student Name: Student ID Number:

KU Email:

Instructions

This form is for students to request information contained in their academic record to be verified for third parties. Information will not be verified if the student's records are sealed because of restrictions. Third parties may also be directed to the National Student Clearinghouse for student information.

Section 1 Select the kind of verification that best matches your needs (required)

Upcoming/current semester (example below)

"This letter serves as verification of enrollment for [Student Legal Name] [P12345678] at Kutztown University for the semester [Spring 2026 01/26/2026 – 05/16/2026]."

Semesters of attendance Kutztown (example below)

"This letter serves as verification of enrollment for [Student Legal Name] [P12345678] at Kutztown University for the following semesters:"

Fall 2024	*08/26/2024 – 12/14/2024*
Spring 2025	*01/27/2025 – 05/17/2025*
Fall 2025	*08/25/2025 – 12/13/2025*
Spring 2026	*01/26/2026 – 05/16/2026*

Document verification (loan deferment, scholarship, insurance, housing, etc.)
Email the documents you need verified to regoffice@kutztown.edu. Please allow additional processing time for emailed documents.

Section 2 Customize letter if needed

Add your Major, Minor, or other KU program to the letter
Add note of "Full" or "Part Time" enrollment for each semester
Add your Cumulative GPA (often requested for an automobile discount)
Other, please describe:

Section 3 Anticipated Date of Graduation (required)

The amount of time it takes you to finish your degree at Kutztown University depends on your situation. For example, transfer students, dual majors, graduate students, or students who changed their major, or who take classes in summer or winter sessions may finish sooner or later than others. If you need to list a graduation date in your letter, you will have to estimate it. For example, if your undergraduate major requires 120 credits and you take 15 credits each semester, you would finish in 8 semesters (about 4 years).

Fill in the semester you anticipate graduating (example *"Spring 2027"*):

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Section 4 Delivery Instructions (required)
Complete the following to send the enrollment verification letter to the correct recipient. Fill out *your* information if you want it send to you.

Recipient Name:

Organization/Office:

Address:

City: State: Zip:

Email address:

Fax number:

Signatures and Date

Please sign that you acknowledge the information requested may be released.

Student Signature: Date:

Form Processing

This form is submitted by students to the Kutztown University **Office of the Registrar**. Upon completion a copy of the final enrollment verification letter will also be sent to the student's KU email address.

Reviewed and Processed: Date:

Form updated 7/21/2026 reviewed 7/21/2026

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