



Letter and Form Certification Request

Note: The Records Office can verify enrollment for *current and/or previous quarters*. Please submit this form to the Office of Enrollment Services, Administration 146. (Continuing Education enrollment verification will not be processed until the third week of the quarter).

student I.D. number

birth date

today's date

PLEASE PRINT

last, first, m.i.

signature

major

anticipated graduation date

Class level (*check one*): Freshman Sophomore Junior Senior Graduate

Are you enrolled through Continuing Education? (*check one*) Yes No

To ensure satisfactory service, please complete this *Letter and Form Certification Request* clearly and accurately. If you are submitting a form with attachment be sure that your portion is filled out completely.

Enrollment status for all students falls into one of the following categories:

- | | |
|-----------|------------------------------|
| Full-time | enrolled in 12 or more units |
| Half-time | enrolled in 6-11 units |
| Part-time | enrolled in 1-5 units |

Note: Each unit of graduate (500-level) courses is considered as 1½ units (when taken by postbaccalaureate or graduate students) for enrollment status certification purposes only.

Please verify the following from my Cal State L.A. academic record. (*Please print your request on the lines below. If you do not show the requested information below, this form will be returned to you unprocessed.*)

Please indicate a mailing address.
(Allow 3 days for completion of request.)

FOR OFFICE USE ONLY	
Mailed	_____
<i>date</i>	<i>by</i>
Picked up	_____
<i>date</i>	<i>completed</i>
Returned to Student on	_____
<i>date</i>	<i>by</i>