

Enrollment Certification Request

Letters will include the following information: enrollment dates, full, half or less-than half time status, number of credit hours registered for the semester. You must order an Official Academic Transcript, either online at www.csuohio.edu/registrar or in person at Campus411 (MC 116), if you require prior semester enrollment information, degrees earned, date of graduation or GPA.

Please complete all fields. Letters may be picked up, mailed, or faxed. Please indicate your preference below. Requests may take up to TWO working days to process. If you choose to pick up your letter, please bring a photo I.D. with you and visit Campus411 in MC 116.

Name: _____ Date: _____

CSU ID#: _____ Phone: _____

Period of enrollment to be included in the letter:
(Please check)

Current Semester Enrolled **OR** Next Semester Enrolled

If you would like a projected graduation date included, please include the projected month and year of graduation: _____

If you choose to PICK UP the letter at Campus411, write "yes": _____

If you choose to have the letter MAILED or FAXED, indicate the address or FAX number:

Please specify any special instructions here: _____

***Signature (required):** _____ **Date:** _____

OFFICE USE ONLY

Requests completed in person may be returned to:
Campus411 (MC 116)
Must be returned with receipt of payment

Requests completed by mail may be returned to:
Office of the University Registrar
2121 Euclid Avenue, KB 1414
Cleveland, Ohio 44115