ST. MARY'S UNIVERSITY

DEFERMENT FORMS, ENROLLMENT VERIFICATIONS, ETC.

Students require verification of enrollment for a variety of reasons (insurance, military I.D., taxes, etc.) When available, we will complete the student's verification form. Otherwise, please submit the following request form to the Registrar's Office. There is no fee for this service. Processing time is 2-3 business days. Allow one week during registration.

All currently enrolled students must present a valid student identification card when picking up a verification of enrollment. If the form/letter is not picked up within ten business days, it will be mailed to your local address. Make a copy for your records prior to sending the form/letter to your bank, insurance company, etc.

NOTE: If your lender participates in the National Student Clearinghouse (NSC), it is not necessary to request enrollment verification for deferment purposes. Three times a semester (after the refund period, mid-term break, and final exams), the University submits a report of students' enrollment status and proposed graduation date to the NSC, which, in turn, supplies the information to lending agencies. The NSC will be responsible for providing status and deferment information, on behalf of the school, to guaranty agencies, lenders, servicers, and the Department of Education's National Student Loan Database System (NSLDS) Phase. Visit the NSC on the web at www.nslc.org for more information.

Step 1: Purpose of Verification

Military I.D. ☐ Insurance* ☐ Deferment ☐ Other _____
(Specify)

** If for insurance purposes, include policyholder's name and/or policy # :* _____

Step 2: Student Information

_____ _____ _____ _____ _____
Last Name *First Name* *MI* *STMU Identification Number* *Social Security Number*

Local Address _____

City _____ State _____ Zip Code _____

Home phone # _____ Work/Cell phone # _____

Step 3: Verification Request

Expected graduation date _____ Semester(s) to be verified _____
Month/Year *Only previous and current semesters can be verified*

Special Instructions (i.e. include GPA, need three copies, pick up/mail) _____

_____

Step 4: Sign and Date

Student's Signature _____ Date June 1, 2006

OFFICE OF THE REGISTRAR
ONE CAMINO SANTA MARIA
SAN ANTONIO, TEXAS 78228-8576
(210) 436-3701 Fax: (210) 431-2217