



Office of the Registrar
Request for Verification of Good Academic Standing or Enrollment

Student Name <i>(Please Print)</i> : _____	
Student Signature: _____	
Student I.D. Number: _____	Student E-Mail Address: _____
<small>(DO NOT USE SOCIAL SECURITY NUMBER)</small>	
Date of Birth: _____	

1. Date: _____ Current term: _____ Expected graduation date: _____

2. Daytime Phone Number: _____ (**MANDATORY)

3. Letter of Good Standing or Enrollment Verification is intended for the following institution:

(Please list name of school)

4. Please indicate if any other type of information needed: Classification Major GPA

YOU MAY CHOOSE TO:

- Hand-deliver a completed copy of this verification request to: Registrar's Office, Administration Building, Room 122.
 - Your verification letter will be ready to pick up after **3 to 5 business days**.
 - We will call the number given above when it is ready.
 - Any verification which has not been picked up within two weeks of notification will be mailed to the student's permanent address on record with the college.
- Mail a completed copy of this request form to: Hopkinsville Community College, Admissions & Records
PO BOX 2100, Hopkinsville, KY 42241-2100.
 - Please allow time for mail to be received plus two business days before picking up completed letter.
 - Or upon your request (*see below*) we will mail the letter of academic standing for you (*no envelope required*).
- Fax a completed copy of this verification request to: 270-886-0237.

DO YOU WANT TO PICK UP LETTER – OR HAVE US MAIL IT?

PICK UP: I will pick up verification letter at Registrar's Office.

MAIL: Please mail verification letter to person or institution at address indicated below:

