

ATSU Verification Request Form

STUDENT SELF-SERVICE

Current students and alumni have free, 24/7 access to print enrollment certifications, view enrollment history, and check enrollment verifications that the National Student Clearinghouse has provided to student service providers on their behalf. To access Student Self-Service,

1. Login to the [ATSU Portal](#),
2. Click Resources,
3. Click Academic Resources, and
4. Click National Student Clearinghouse. Enter your ATSU username and password again to access the Student Self-Service tools.

VERIFICATION LETTER REQUEST

If the standard enrollment or degree verification through the National Student Clearinghouse does not meet your needs, please complete this form and return it to enrollmentservices@atsu.edu. Standard processing is 2-4 business days.

Indicate the type of letter requested. Check all applicable boxes.

Enrollment: start date, anticipated graduation date, program name and anticipated degree type

Good Standing: University school status will be reported as good standing as long as student is not on probation, suspension, etc.

Graduation: start date, graduation date, program name and degree earned

Other: specify additional information that needs to be included in verification letter
(i.e., Social Security number is desired on letter)

STUDENT/GRADUATE INFORMATION

Name (Please Print): _____

Contact email: _____ Contact phone #: _____

Graduation Year/Expected Grad Year: _____ Program: _____

Student Signature: _____

Electronic signatures will only be accepted if the request is received via the graduate's ATSU email address.

RECIPIENT INFORMATION

Please indicate the method you wish your completed letter be sent and the fill in the corresponding details.

US Postal Mail

Name: _____

ATTN: _____

City, State, Zip Code: _____

Fax

Name: _____

ATTN: _____

Fax (Phone) #: _____

Email

Name: _____

ATTN: _____

Email address(es): _____

FedEx Overnight

- \$15 shipping charge for shipping within the continental U.S. (still includes 2-4 business day processing window)
- International shipping requests will be billed once FedEx invoice total is made available to ATSU.
- \$25 shipping charge for shipping within the continental U.S. and same-day rush processing

Name: _____

ATTN: _____

City, State, Zip Code: _____

Contact Phone #: _____

\$15 (FedEx US)

\$25 (FedEX with 24 hour rush processing)

International rate (per FedEx invoice)

PAYMENT INFORMATION

Check

Please make checks payable to "A.T. Still University" and mail the completed form and check to:

A.T. Still University

ATTN: Enrollment Services

800 W. Jefferson Street

Kirkville, MO 63501

Credit Card

Please do not provide your credit card information on this form. To pay by credit card, please call 660.626.2019 between the hours of 8 am and 5 pm CST, and we will be happy to process your request. **For security purposes, please do not leave your credit card information via voicemail.**