



REQUEST FOR VERIFICATION OF ENROLLMENT

Students who will received employer tuition reimbursement, and are required to submit proof of enrollment to their employer, must submit this form to the MBA office in order to receive enrollment verification.

Verification will include the course description, number of credit hours enrolled and/or earned, cost per credit hour, total course cost and course status and/or grade. If additional information is needed, please provide details below.

Because of strict FERPA laws, the MBA Office will only provide documentation directly to the student and it will be the student's responsibility to provide employer with required documentation. Records requested to be sent directly to an employer must be requested through the Office of the Registrar.

FULL NAME:
STUDENT ID:
ADDRESS:
CITY/STATE/ZIP:
CELL PHONE:
EMPLOYER:
JOB TITLE:

I MUST SUBMIT AN OFFICIAL/ORIGINAL HARDCOPY DEGREE PLAN TO MY EMPLOYER UPON ENTRY TO THE UNIVERSITY. (Note: please allow at least 10 days upon entry to process the degree audit request)

I MAY SUBMIT MY DEGREE PLAN TO MY EMPLOYER BY FAX OR EMAIL. (Note: please allow at least 10 days upon entry to process the degree audit request)

I MAY SUBMIT VERIFICATION OF ENROLLMENT AND COMPLETION TO MY EMPLOYER BY: (check all that apply)

Email Original Hardcopy document only (document will be mailed to you)

COMMENT ANY ADDITIONAL POLICY/REQUIREMENTS BY YOUR COMPANY THAT IS NOT SHOWN ABOVE:

Empty box for additional comments

Signature Date

Table with 8 columns: Semester/Term, Date, Semester/Term, Date, Semester/Term, Date. Header: FOR OFFICE USE ONLY