

UNIVERSITY of ALASKA ANCHORAGE

Office of the Registrar • 3211 Providence Drive Anchorage, AK 99508 • Phone (907) 786-1480

Office Use Only

Request for Manual Enrollment Verification

Students can print their own official verification by logging into [UAOnline](#), selecting Student Services & Account Information and Enrollment Verifications. This is a free service to all students.

Manual enrollment verification requests:

1. **Are available for the current semester only.** If you need a manual enrollment verification for two or more semesters, please order a copy of your official transcript through UAOnline.
2. Cannot be processed until after the add/drop deadline.
3. Cannot be processed without your signature below.
4. Will be processed within 3-5 business days of receipt *or* after the add/drop deadline.

If you have an enrollment-related form that needs to be completed by the Office of the Registrar, please securely attach it to this form.

Semester to be verified: Fall Spring Summer

Name: _____

Student ID: _____ Email address: _____ Make this my preferred email.

Date of birth: _____ This request is for military-related purposes.

This request is for proof of non-attendance.

Student Signature: _____

Please sign using an ink pen. Forms without a handwritten signature cannot be processed.

I would like to:

Pick Up my manual enrollment verification at the Enrollment Services Center.

Email my manual enrollment verification to my preferred email.

(Please note: The PFD Education Verification Form is submitted directly to the AK Department of Revenue. It is not available for pick up.)

Have my enrollment verification and accompanying documents, if applicable, mailed to my mailing address.

(Please verify and/or update your mailing address in UAOnline before submitting this form)

Once completed, please email the form to the Office of the Registrar at uaa.records@alaska.edu for processing.