

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: Year: _____ Fall Spring Summer

Name: _____

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

Date of birth: _____ Phone number: _____

This request is for military-related purposes

Student Signature: _____

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

I would like to:

_____ 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:

Name: _____ Attn: (optional) _____

Address: _____

City: _____ State: _____ Zip: _____

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