

# 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.

Complete this form and submit it to the One Stop kiosk at the University Center or mail the form to: University of Alaska Anchorage, Attn: Records, 3211 Providence Drive, Anchorage, AK, 99508. 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.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email address: \_\_\_\_\_ Make this my preferred email.

Date of birth: \_\_\_\_\_ Phone number: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 University Center. (*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: \_\_\_\_\_