IOWA STATE UNIVERSITY

Request for Verification Letter

(1) **Personal Information**

Name _____

Email address_____ University ID Number_____

(2) **Method of Delivery – Pick one of the following.** Letters are available in 3-5 business days.

___ Cybox delivery – You will receive a PDF of your letter via Cybox to the above email address.

___ Pickup in 010 Enrollment Services Center – You will receive an email when your letter is ready for pickup.

___ Mail to myself/third party – We will print and mail your letter to an individual/organization.

Write Mailing Address (include Name or Company, PO Box or Street Address, City, State, Country, Zip Code)

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(3) **Copies**

___ How many should we print? (If using Cybox delivery, you will receive 1)

(4) **Information to verify -** For standard verification letters, they are printed with the following information...

- Program(s) of Study   - Load Status for the current term
- Class Standing (First year, sophomore, etc...)   - Any previously awarded degree(s)
- Courses you are currently enrolled in for the current term and number of credits

Below is additional information we can verify upon request. Check what you need, if applicable…

___ SSN	___ Date Of Birth
___ Latest academic standing	___ Cumulative GPA
___ Course section meeting pattern (dates and times)	___ Anticipated Degree Date
___ Course section delivery mode (online, in person, hybrid)	___ Previous dates of enrollment (all terms)
___ Courses you are currently enrolled in for any future terms and number of credits	
___ Other information (describe your request below)	

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(5) **FERPA release – Sign and date the form -** In accordance with FERPA, by signing your name below, you are authorizing Iowa State University to release information to the individual or organization as indicted in this form.

_____

Signature   Date

Updated March 2025   Completed (Initials, Date):   Holds:

Academic Record Review: ___

Degree Completion: ___