



Texas A&M University-Corpus Christi Office of the University Registrar Enrollment Certification Request Form

Instructions: This form is to be used by the student to certify their enrollment, obtain a letter of good academic standing, or letter of intent to enroll.

I would like to request the following documentation (check one and indicate term):

- Checkboxes for Certification of Enrollment, Letter of Non-attendance, Letter of Good Standing, and Letter of Intent to Enroll.

Spring Summer I Summer II Fall Year: _____

Student A#: _____

Student Name: _____ Phone number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Note: In accordance with state regulations, we will certify your enrollment at TAMUCC on 12th class day during the fall and spring semesters; 4th class day during the summer sessions. Your official certification of enrollment will be produced at this time.

DELIVERY PREFERENCES

- Checkboxes for I will pick up document(s), Mail document(s), Fax document(s), and Email document(s).

Address/Fax/Email (Include name):

Four horizontal lines for address/fax/email information.

Student's Signature

Date

For the Registrar's Office Use Only

Processed by: _____ Date Processed: _____

Please attach a copy of your photo ID to this form upon submission.