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**Letters of Verification**

**Types of verifications**

**1. Loan Deferments** – Forms are provided by the lending institution to the student who must fill them out and give them to the verifications officer, who will then send them to whoever is designated.

**2. Permanent Dividend Fund** – Form provided by the State of Alaska.

**3. Verification of Enrollment** – Letter is created with dates to verify enrollment and sent to loan companies, insurance companies, scholarship donors, employers, and realtors for home buying purposes.

**4. Verification of Degree** – Letter shows that all work for the degree has been completed and the date the degree will be posted to the student’s records.

**Information required for verifications**:

 Signed release from student

 Name of student

 Address and phone number

 NNU Student ID number or Social Security number

 To whom and where to send verifications

 Term(s)/Semester(s) to be verified

 Expected graduation date

**Contact person**:

Esther Read – Verifications Officer (208) 467-8433

 Send inquiries to: Registrar’s Office

 Northwest Nazarene University

623 S. University Boulevard

Nampa, ID 83686

 E-mail: registrar@nnu.edu

 Fax: (208) 467-8603



 **VERIFICATION OF ENROLLMENT**

Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Middle Name Last Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address Presently Enrolled? □ YES □ NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone

 Enrollment verification is requested for the following semesters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Verification letter is to be: □ Picked up □ Mailed □ Faxed

 ***Please allow 48 hours for verification to be processed.*** □ E-Mailed

 Send verification letter (s) to: (Please print clearly. Enter complete name and address.)

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX/E-Mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

www.nnu.edu/enrollverify