



NORTHWEST
NAZARENE UNIVERSITY

Letters of Verification Information

Types of Verifications

1. **Student Provides: Loan Deferment** – 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. **Student Provides: Permanent Dividend Fund** – Form provided by the State of Alaska.
3. **NNU Provides: 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. **NNU Provides: 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:

Kim Ellstrom
Academic Records, Reporting, and Scheduling Specialist
(208) 467-8548

Please send inquiries to:

Office of the Registrar
Northwest Nazarene University
623 S. University Boulevard
Nampa, ID 83686
E-mail: registrar@nnu.edu
Fax: (208) 467-8603

Type of Verification Requested

Loan Deferment – Please attach form provided by lender.

Permanent Dividend Fund – Please attach form provided by the State of Alaska.

Verification of Enrollment – Complete information on second page. **Verification of**

Degree – Complete information on second page.

Student's Signature:

Date:

Please allow 48 hours for verification to be processed.



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Verification Request

Currently enrolled at NNU?

Yes

No

First Name:

Middle Name:

Last Name:

Student ID:

Student SSN:

Street Address:

City / State / Zip Code (Postal Code):

Telephone:

Verification of Enrollment

Enrollment verification is requested for the which semesters? (Please be as specific as possible.)

Semester(s) --- fall, spring, summer:

Year(s):

Verification of Degree

Degree(s) earned:

Year(s) degree conferred:

Verification letter is to be:

☐ **Picked up** in person (at the Office of the Registrar)

☐ **Emailed** (include email address and full name of *recipient*):

Name:

email address:

☐ **Faxed** (include fax number and full name of recipient):

Name:

fax number:

☐ **Mailed:** (include address and full name of *recipient*):

Name:

Street Address:

City / State / Zip Code (Postal Code):