# 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.**

# 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):