



STUDENT VERIFICATION FORM

Office of the Registrar, email: xureg@xavier.edu, phone: 513-745-3941, fax: 513-745-2969

Student's Banner ID or SS#: _____ Date submitted: _____

Student's name: _____ Student's phone #: _____

Please check type(s) of verification needed: Dates of Enrollment _____ Anticipated Graduation Date (include date) _____

Semester for which verification needed: Fall _____ Spring _____ Summer _____ Year _____

NOTE: For verification to be processed, you must be enrolled in classes for the requested semester(s).

If submitted for Good Student Insurance Discount, a signed release from student must accompany form.

Other Info: _____

Please check: Mail _____ Pick-up _____ Fax _____ Fax # & name of individual _____

If mailed, Name & Address: _____

Signature (required)

Please be advised there is a 3 day waiting period for all verifications.

****Current students may also verify their enrollment with the National Student Clearinghouse through the My Student Records channel of their Student Services tab of the MyXU portal. If the National Student Clearinghouse can confirm the enrollment the response is immediate and you will be able to print and/or obtain a PDF version of the certificate.****

Office use only:

Initials & date completed: