Enrollment Verification Request Form

Please be advised that LCCC reports all student data to the National Student Clearinghouse.

To request enrollment verification, please complete the “Verification of Enrollment” form located below. Enrollment verifications can be sent to the Registrar’s Office:

1) In Person – LCCC Main Campus, Building 5 Room 516
2) Fax – 570-740-0356
3) Mail – Luzerne County Community College, 1333 S. Prospect St. Nanticoke, PA 18634 Attention Registrar’s Office

Be sure to include any documentation that the Registrar’s Office needs to complete, on behalf of your request. Please allow 3 to 5 business days for processing.

PLEASE NOTE: Enrollment Verification will not be completed if the student is not registered for the semester that needs verification, or if the student has a hold/balance on their account.

Please fill-out the section below and return the form to the Registrar’s Office:

Name: ___________________________________________________________________

Soc. Sec. #: Student ID#: ____________________ Phone #: (____) ________________

Anticipated Graduation Date: _________________

Semester/Year to be Verified: Fall: _________ Spring: _________ Summer: _________

I’m enrolled in:

12 or more credits (Full) _______ 11 to 6 credits (Half) _______ 1 to 5 credits (Part) _______

Agency Requesting Verification: _______________________________________________________

Please send completed verification to:

_____ Fax To: (____) ____________________________________________________________

_____ Mail To: ________________________________________________________________

________________________________________________________

_____ Hold for Pick-Up: ________________________________________________________

Signature: ____________________________________________________________________