

Enrollment Verification Request

Allow 1-3 business days from when we receive your request to process



Submit completed form: Records@whatcom.edu or in person at Orca Central

Name _____ ctcLink Student ID (if applicable) _____

E-mail _____ Phone number _____

I am requesting (check one or both):

- A Verification Letter A Third-Party Request Form to be filled out

Verification Letter

I require a verification letter stating that I am a student at Whatcom Community College. Check the items that you need verified below:

- | | | |
|--|---|---|
| <input type="checkbox"/> Full Time (at least 12 credits) | <input type="checkbox"/> Half Time (at least 6 credits – for Financial Aid and Student Loan purposes) | <input type="checkbox"/> Acceptance into Whatcom CC |
| <input type="checkbox"/> Three Quarter time (9-11 credits) | <input type="checkbox"/> Non-Enrollment | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Part time (less than 12 credits) | <input type="checkbox"/> Degree/Certificate Awarded | |

For which Term/Year (or list "all" for all terms): _____

Third-Party Requests (Submit the following to the Orca Central front desk or email to Records@whatcom.edu.)

- **Student:**
 - Third-party verification request form(s)
 - Completed Enrollment Verification Request
- **Person requesting verification on behalf of student:**
 - A signed Authorization for Release of Student Record from the student
 - A document that outlines the type of verification needed
 - Completed Enrollment Verification Request

Additional Information or Instructions as necessary (For example: mailing address, e-mail address, recipient, etc.):

Return Verification Letter or Third-Party Requests by (check all that apply)

- Pick-up at Orca Central** (you will be contacted when it is ready for pick-up)
 E-mail, via scan (if any, include email instructions above)
 Mail (if any, include mailing address and recipient above)

Signature _____ Date _____

Office Use only:

Received by _____ Date _____ Completed by _____ Date _____

Non-discrimination statement: Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: hr@whatcom.edu, 237 W. Kellogg Road, Bellingham, WA 98226. For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: titleIX@whatcom.edu, 237 W. Kellogg Road, Bellingham, WA 98226. WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139; or Video Phone at 360.255.7182