



# VERIFICATION OF STUDENT ENROLLMENT

*Wilbur Wright College*

4300 N. Narragansett Avenue • Chicago, IL 60634

Records Department (773) 481-8080 Fax (773) 481-8053

- If you are receiving veteran's benefits, **DO NOT COMPLETE THIS FORM**. Please see Ms. Helen Stein, Veteran's Coordinator in the Financial Aid Office.
- Please complete the entire form and sign below. Please allow 2 – 3 days processing time.
- Certification of full or part time status is based on the hours of enrollment in the term (Summer, Fall or Spring).

Request Date	Student ID or SS#	Date of Birth
Last Name		First Name
Address		
City	State	ZIP Code
Home Phone		Cellular Phone

Indicate semester & year requested otherwise current semester will be used.

Spring \_\_\_\_\_
  Summer \_\_\_\_\_
  Fall \_\_\_\_\_
  Other \_\_\_\_\_

**Type of Request**

Standard Letter
  Loan Deferment
  Class Schedule
  Grade Release
  Other \_\_\_\_\_

<p><b>Method of Delivery</b></p> <input type="checkbox"/> Pick Up <input type="checkbox"/> Mail ( <i>complete bottom section</i> ) <input type="checkbox"/> Fax ( <i>complete back section</i> )	<p><b>Reason for Request</b></p> <input type="checkbox"/> Daycare <input type="checkbox"/> Education <input type="checkbox"/> Employment <input type="checkbox"/> Income Tax <input type="checkbox"/> Insurance <input type="checkbox"/> Loan <input type="checkbox"/> Medical <input type="checkbox"/> Personal <input type="checkbox"/> Scholarship <input type="checkbox"/> Other _____
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**MAIL TO**

Name:	Address:	
City:	State:	ZIP Code:

**Student Signature**

**FOR OFFICE USE ONLY**

Number of Semester Hours Verified: \_\_\_\_\_ Date Verified: \_\_\_\_\_ Verified By: \_\_\_\_\_

Status:  Adult Ed.  Cont. Ed.  Credit  ESL  GED  Non-Credit  Pre-Credit  Skills

Notes: \_\_\_\_\_



**Wilbur Wright College**  
Records and Transcripts Department, Room A129  
4300 N. Narragansett Avenue  
Chicago, IL 60634-1591  
Phone (773) 481-8067 Fax (773) 481-8053

## FACSIMILE TRANSMISSION

Attn:

E-mail:

Fax:

Pages:

Phone:

Date:

Re:

cc:

### IMPORTANT NOTICE

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