

Enrollment Verification Request Instructions \ Payment Sheet

To Request Enrollment Verifications In Person:

- Step 1 Complete the Enrollment Verification Request form below (2nd page).
- Step 2 Complete payment information on bottom section of this page.
- Step 3 Bring completed request along with payment information to the Admissions & Records Office.

To Request Enrollment Verifications by Mail:

- Step 1 Complete the Enrollment Verification Request form below (2nd page).
- Step 2 Complete payment information on bottom section of this page.
- Step 3 Mail the Enrollment Verifications Request along with payment information to the address listed below:

Attn: Admissions & Records
San Bernardino Valley College
701 S. Mt. Vernon Ave.
San Bernardino, Ca 92410

Note: Completed Enrollment Verifications will not be mailed out. Mailed requests received by Valley College will be processed and held for the student to pick up in the Admissions & Records Office.

Fees / Processing Time:

There is no same-day (rush) requests available

Enrollment verification requests will be processed within 5-10 business days during non-registration periods. During registration periods, processing may take up to an additional 5 business days. Verifications **will NOT** be mailed and **MUST** be picked up by the student within **30 business days** after processing unless otherwise notified. Verifications not picked up within 30 days will be destroyed. **Verification request forms must be signed by the student. Requests that are not signed will not be processed. The charge for processing Enrollment Verifications is \$3.00 per request.**

Complete, detach, and send this section with payment and request form.

Make check or money orders payable to San Bernardino Valley College. To pay by credit card, complete the section below.

I.D.# or Student Social Security # _____

Name on Card: _____



Card Number: _____ Exp. Date ____/____/____

Cardholder Signature: _____ Amt. To be Charged \$ _____

Cash Payments accepted

