DVC
DIABLO VALLEY COLLEGE

Admissions and Records
321 Golf Club Rd. Pleasant Hill, Ca. 94523
925.685.1230

Verification of Enrollment

Enrollment verifications can be printed free of charge online from the National Student Clearinghouse. To obtain a free copy of your official verification of enrollment log into WebAdvisor. Go to WebAdvisor for Students and click on Enrollment Verification. You will be automatically linked to the Clearinghouse where you can obtain this free service, available 24 hours a day, 7 days a week.

Enrollment Verifications ordered directly through the Admissions and Records office are processed as follows:

The first two *regular* verifications, processed within the District, as of 2003 are free. Faxed requests are not accepted. Pick up requests are ordered in person only.

Please select one

☐ Standard Processing $2 Mailed in 3-5 Business Days
☐ Rush Processing $5 Mailed or Picked-Up after 1 Business Day
(Pick-Up requests are in person only)

Number of Copies:_____

Credit Card#		Expiration Date:	

Student ID#: _____ Date of Birth: _____
Print Name: _____
Other 'Last' Name used at DVC: _____
Phone#: _____ Email: _____

Student Address:
_____
_____
_____

Destination Address:
_____
_____
_____

Student Signature: _____ Date: _____

Office Use Only

Received by: _____ Date: _____ Time: _____ Paid: _____

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