



UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

Office of Records and Registration
140 Seventh Avenue South, BAY102 St. Petersburg, FL 33701-5016
(727) 873-4645 www.stpt.usf.edu/admissions FAX (727) 873-4329

Enrollment Certification Request Form

Either a self-addressed stamped envelope, OR a pre-paid envelope addressed to a third party, must accompany this form if you need USF to mail an enrollment certification.

DEFINITION OF ENROLLMENT STATUS AT USF:

	<u>Undergraduate or Non-Degree Seeking</u>	<u>Graduate</u>
Minimum Full-Time Requirements	12 semester hours	9 semester hours
Minimum Half-Time Requirements	6 semester hours	5 semester hours

A UNIVERSITY OF SOUTH FLORIDA ENROLLMENT CERTIFICATION, FOR THE CURRENT TERM, INCLUDES THE FOLLOWING INFORMATION: CURRENT ENROLLMENT DATES, ENROLLMENT STATUS, ACADEMIC LEVEL, COLLEGE, MAJOR, ACADEMIC STANDING, RESIDENCY STATUS AND EXPECTED GRADUATION DATE.

PLEASE FILL IN ALL REQUESTED INFORMATION NEATLY AND COMPLETELY.

USF ID Number _____ Number of Copies Requested _____

Last Name First Name Middle Initial

Please certify my enrollment for: Fall Spring Summer _____ (Indicate year)

Certify Degree(s) earned Certify GPA/Insurance Loan History _____ (Indicate year)

Are you currently enrolled in a Cooperative Education Course? ___Yes ___No

Are you currently enrolled at another institution or community college? ___Yes ___No

If yes, please provide the following information:

Name of Institution: _____ Enrolled for _____ hours

Note: Proof of enrollment (e.g. tuition receipt, other institution's certification) must be submitted along with enrollment certification request form.

Please choose one of the following actions: **(LIMITED RESOURCES PREVENT US FROM FAXING RESPONSES.)**

_____ I will pick up. (Normally enrollment certification is completed 3 working days after the request is received.)

_____ Please mail. (You must provide a self-addressed stamped envelope OR a pre-paid one addressed to a third party in order for USF to mail your enrollment certification. Also, provide any forms you wish to accompany your enrollment certification. **IF NO PRE-PAID ENVELOPE IS PROVIDED, THIS CERTIFICATION WILL BE HELD ON CAMPUS FOR PICK-UP FOR 30 DAYS.**)

Student Signature: _____ Date: _____