USFSP ENROLLMENT CERTIFICATION REQUEST FORM

ENROLLMENT STATUS AT USFSP:

Undergraduate or Non-Degree Seeking
Minimum Full-Time Requirements 12 semester hours
Minimum Half-Time Requirements 6 semester hours

Graduate
Minimum Full-Time Requirements 9 semester hours
Minimum Half-Time Requirements 5 semester hours

ATTACH THIS SHEET TO ANY THIRD PARTY FORM REQUIRING ENROLLMENT INFORMATION. SUBMIT ALL FORMS TO THE REGISTRAR’S OFFICE ON YOUR HOME CAMPUS. USFSP ENROLLMENT CERTIFICATIONS FOR THE CURRENT TERM INCLUDE THE FOLLOWING INFORMATION: CURRENT ENROLLMENT, DATES OF ENROLLMENT, ENROLLMENT STATUS, ACADEMIC STANDING, AND EXPECTED GRADUATION DATE.

STUDENT INFORMATION

STUDENT NAME: ________________________________________ STUDENT ID: __________________________

PHONE NUMBER: (______) __________________ EMAIL: __________________________

Please certify my enrollment for: ☐ Fall ☐ Spring ☐ Summer A B C Year: __________

☐ Current term enrollment certification
☐ Military: current term, academic standing, enrollment status, expected graduation date and major
☐ Insurance/ Certify GPA: current term, academic standing and overall GPA
☐ Certify Degree(s) earned: USFSP earned degrees prior to current term
☐ Enrollment History: Enrollment history at USF or (indicate term & year) __________
☐ Other: ____________________________________________________________

Please choose ONE of the following:

_____ Pick up. (Certifications will be available 24-48 hours after the request is received.)

_____ Mail. I would prefer USFSP to mail my completed form to the ADDRESS INDICATED ON THE SELF-ADDRESSED STAMPED RETURN ENVELOPE.

Please note: USFSP Registrar’s office cannot fax or email official documents. CERTIFICATIONS ARE HELD FOR 30 DAYS.

Student Signature ____________________________ Date: __________________________

OFFICE OF RECORDS AND REGISTRATION
University of South Florida · 140 Seventh Ave South, BAY 102 · St. Petersburg, Florida 33701
(727) 873-4645 · Fax (727)873-4329 · www.usfsp.edu/records/

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