Verification Request Form

- Students may pay in-person by cash, check or credit card with photo identification. Any requests received via fax, mail, or email, with credit card information will be shredded and not processed.
- **We cannot accept faxed, emailed, or mailed credit card payments.** Credit cards can only be used in-person with photo identification. No exceptions.
- Students paying by mail must submit a personal check, cashiers check, or money order with their verification request, except for non-fee verification requests (see below).
- Only non-fee verification requests can be submitted via email, or fax.
- Students must satisfy all financial obligations to the College prior to submitting a verification request.

**NOTE:** Verifications of enrollment will **not** be processed prior to the first day of the semester. Please allow 7 working days for processing your request. The student is responsible for providing a correct, legible mailing address. Palomar College does not retain copies of verifications of enrollment. Verifications not picked up within 30 days are destroyed.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palomar ID#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOB</td>
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</tr>
</tbody>
</table>

Semester to Verify

Expected Graduation Date

Telephone

Pick up □ -or-

Mail □

Name/Address to mail to:

Mail to Name

Mail to Street Address

Mail to City, State, Zip

Signature □ Date □

Cost:

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<tr>
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<tbody>
<tr>
<td>Basic Fee</td>
<td>$5/each</td>
</tr>
<tr>
<td>RUSH Fee (48 Hours)</td>
<td>$10/each</td>
</tr>
<tr>
<td>FAX Service</td>
<td>$13/each</td>
</tr>
</tbody>
</table>

Office Use Only

Non-Fee Requests

- Federal Deferment
- Non-Enrollment
- Financial Aid Verification
- Financial Needs Analysis (FAFSA/Dream Act App must be on file.)

Fee Requests

- EDD
- Verify Semester Units/GPA
- Verify Cumulative Units/GPA
- Military ID USA, USN, USMC, USAF, USCG
- Pick-up □ Mail □ Student □ Other

- Nursing Student

Received by: ____________________________

Mail: Records Office
1140 W. Mission Road
San Marcos, CA 92069
Fax: 760-744-2932 Email: records@palomar.edu

Revised 3/2016