



Request for Enrollment Verification

To be completed by the student – do not leave any section blank.

Instructions:

- List your full name as it appears on AHC records. **If your name needs to be updated, request to change your name before you fill out and submit this form. Provide Community Education staff a valid identification (driver's license, passport, matricula consular, acta de nacimiento, etc.) with your correct name.**
- You may drop off in person, fax to (805) 352-1046, or mail this completed form to:
Allan Hancock College
Community Education Bldg. S
800 S. College Drive
Santa Maria, CA 93454
- You will be notified when verification is ready for pick up via email and phone number listed on this form. You may also request it to be mailed to you. The request processing may take up to 5 business days.
- Enrollment Verifications picked up in person require you show a valid photo ID. Enrollment verifications cannot be emailed nor faxed to student.

Please write legibly.

Student's Full name: _____
First Middle Last Names

AHC Student ID: H _____ Date of Birth: Month _____ Day _____ Year _____

10-digit Phone Number: _____ Mobile Landline

Personal Email address: _____

Do you wish the enrollment verification to be mailed to you? No Yes - Mail to address:

Mailing Address: _____

City State Zip Code

Do you need verification for the current (enrolled) semester? Yes No

Do you need verification of your academic history? Yes No

You will be contacted via phone and email once verification is ready for pick up. Please pick up within 3 days.

Student Signature: _____ Date: _____

Student comment:

FOR OFFICE USE ONLY:

Request received date/time: _____ by (initials): _____

Banner information checked and updated on: _____ by (initials): _____

Student contacted on (date): _____ by (initials): _____ codes: _____

Codes: LM=left message NA=no answer NVM=no voice mail T=talked with student EM=emailed

2nd student contact on: _____ (date) by (initials): _____ codes: _____

Verification mailed to student date: _____ by (initials): _____

Comment: