



Willamette University
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Registrar's Office

VERIFICATION LETTER REQUEST

Verification Letters:

- may be mailed, emailed, or picked up in the Registrar's Office.
- will be on university letterhead, bear the signature of the University Registrar, and the official seal of the university.
- can take five to seven business days to process.

Full Name : _____

Former last name(s) used at W.U.: _____ W.U. ID#: _____

Signature: _____ Date: _____

For which semester(s) do you need verification? FALL 20 _____ SPRING 20 _____

Other period of time (give details): _____

Include:

- | | |
|--|---|
| <input type="checkbox"/> Dates Attended | <input type="checkbox"/> Academic Standing |
| <input type="checkbox"/> Graduation Date | <input type="checkbox"/> Full-Time Status |
| <input type="checkbox"/> Degree Awarded | <input type="checkbox"/> Class Schedule |
| <input type="checkbox"/> Major(s) | <input type="checkbox"/> Credit Hour Policy |
| <input type="checkbox"/> Minors(s) | |

Send verification to:

Notes or additional requirements for your verification letter:

(For verifications to insurance companies please provide full name, policy #, ID# of the insured policy holder.)
