



# North Central UNIVERSITY

## Verification Letter Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Last) (Middle)

Maiden/Former Name: \_\_\_\_\_

Student ID# \_\_\_\_\_ Phone# \_\_\_\_\_

Semester(s) to Verify: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address or Fax # Verification Letter should be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

- Verification Letters take 5-7 business days to process.
- **The only information that North Central University can verify is as follows:**
  - \* Address
  - \* Telephone Number
  - \* Dates of Attendance
  - \* Class Standing
  - \* Previous Institutions Attended
  - \* Major Field of Study
  - \* Awards
  - \* Honors (Includes Dean's List)
  - \* Degree(s) Conferred (Including dates)

(This information can be verified over the phone or in writing)

<u>Office Use Only</u>
Received: _____
Sent: _____
By: _____
Db: _____
Requested by: _____