



Office of the Registrar
 Summerville Campus
 Rains Hall
 (706) 446-1430
 registrar@augusta.edu

REQUEST FOR ENROLLMENT CERTIFICATION LETTER

Note: Current AU students may obtain an Enrollment Certificate for a specific term or for their total enrollment history through POUNCE.

An enrollment verification is an official document that can be used to verify enrollment status for scholarship purposes, medical coverage, car insurance, etc. It does not include course or grade information and does not provide GPA information. Enrollment verification information is available for viewing about two weeks after the current term has begun.

PART 1: STUDENT INFORMATION

Former students, should provide the name listed on file while in attendance.

First Name: _____ Middle Initial: _____ Last Name: _____ Student ID: _____

Date of Birth (MM/DD/YYYY): _____ Phone Number: _____ Email Address: _____

Are you currently enrolled at AU? No Yes If no, provide the last date enrolled: Fall Spring Summer Year:

Degree: _____ Major: _____

PART 2: REQUEST INFORMATION

Select the option (Email or Standard Mail) for how your Enrollment Certification Letter should be sent.

Email

Contact Name (if applicable): _____ Email Address: _____

Standard Mail

Name: _____ Street Address: _____

City, State, Zip Code: _____ Number of Copies to be Mailed: _____

PART 3: REQUIRED SIGNATURES

 Student Printed Name

 Student Signature

 Date