Enrollment Verification Request Form

SMITH COLLEGE
School for Social Work

Standard enrollment and degree verifications should be requested through the National Student Clearinghouse. This form is intended for verifications that require additional information beyond dates of attendance, major, or degrees earned. Every effort is made to complete enrollment verification requests within 3-5 days of receipt, but depending on the information requested, additional processing time may be required.

Per the Family Education Rights and Privacy Act of 1974, student records may not be released without the student's consent and signature. **Because federal law requires that we obtain your signature, phone and email transcript requests (without signature) are not accepted.**

Name _____ Smith ID number (if known) _____ Date of Birth _____

Name used while attending SSW (if different) _____ Email Address _____ Phone Number _____

Current Address _____

[ ] Current Student [ ] Former Student, please list Class year or last year of attendance: _____

Verification Type Requested

[ ] Graduation with Degree and Date [ ] Internship(s) (Location, Dates, Supervisor, hours completed)

[ ] Residence on Campus (summer only) [ ] Student Provided Form (please attach)

Please list any additional information that should be included in the verification: _____

Delivery Information (Please choose one)

[ ] Will pick up [ ] Email to student address above [ ] Email to_____
(Email delivery is not eligible for any verifications containing Social Security Numbers)

Mail to: [ ] Student address above Other [ ] _____

Signature (This form must be physically signed. Digital signatures are not accepted.) _____ Date _____

Upon completion, this form may be mailed, faxed, or emailed to the SSW Registrar's Office.
SSW Registrar's Office, Smith College School for Social Work, Lilly Hall, Northampton, MA 01063
Fax: 413-585-7994 / Email: sswregistrar@smith.edu / Phone: 413-585-7989