



# Office of the Registrar Enrollment Verification Request

[OTR@greenriver.edu](mailto:OTR@greenriver.edu) | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092  
Submit in person or online at [greenriver.edu/upload](https://greenriver.edu/upload) | [greenriver.edu/OTR](https://greenriver.edu/OTR)

## Instructions

- Official enrollment verifications are processed beginning the first day of the quarter. Official verifications are done only for current and past quarters. Future quarters will be processed the first day of the quarter requested.
- **If you are providing a form to be verified by the college**, be sure your portion of the form has been completely filled out. If not, the form will be returned to you for the required information and will delay processing.
- **If you are NOT providing a form**, please provide specific details about the information requested.

## Student Information

Name: \_\_\_\_\_  
Last First M.I.

ctcLink ID: \_\_\_\_\_ Phone: \_\_\_\_\_

## Please select the option that best describes your request:

- Car Insurance Good Student Discount:** Currently enrolled full-time, includes cumulative GPA
- Health/Dental Insurance:** Currently enrolled full-time
- Loan Deferment:** Please refer your loan servicer to the [National Student Clearinghouse](https://www.studentclearinghouse.com/)
- Scholarships:** Currently enrolled full-time, includes cumulative GPA
- Other:** Please describe \_\_\_\_\_  
\_\_\_\_\_

## Delivery Method

Please indicate how you would like to receive your verification. Select one.

- I will pick up on (date): \_\_\_\_\_
- Please mail or email to (provide full address): \_\_\_\_\_  
\_\_\_\_\_

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

**\*\*Please allow up to 2 business days for processing\*\***

<b>Office use only</b>	Processed by: _____ Date: _____
------------------------	---------------------------------

*This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at [dss@greenriver.edu](mailto:dss@greenriver.edu).*

*Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](https://www.greenriver.edu/accessibility).*