Enrollment Verification in Student Center

Students may choose to print/view an *unofficial* copy of their Enrollment Verification or to request that the University mail an *official* copy to a specified address. Instructions for both follow.

1. Log in to your ISIS Student Center.
2. Click the **other academic** drop-down menu.
3. Select **Enrollment Verification**.
4. Click the **GO** button.

Unofficial Enrollment Verification

1. Select **Allow to Print from My Browser** from the processing options drop-down menu. *This action allows you view or print an unofficial copy of your enrollment verification.*
2. Check the boxes of the items you would like to appear on the enrollment verification.
3. Check the **Include My Program and Plan** checkbox to include your academic college and major on your enrollment verification.

![Current Program of Study](current_program_of_study.png)

4. Check the **Include My Earned Degrees** checkbox to include any degrees earned at the University of Arkansas.

![Degrees Earned](degrees_earned.png)

5. Check the **Include my Term and Cum GPA** checkbox to include a term GPA for each term and the cumulative GPA for the career.

![Term and Cum GPA](term_and_cum_gpa.png)

6. For a specific term to be listed on the enrollment verification, choose from the drop-down menu. *If a term is not selected, all terms will be included on the enrollment verification form.*

![Select desired term](select_desired_term.png)

7. Click the **Submit** button to view your selections.

8. To print an unofficial copy of the enrollment verification, click the **Printer Friendly Version** button located at the bottom of the page.
Official Enrollment Verification

1. To request that an official copy of the enrollment verification be mailed from the Office of the Registrar, select Request Institution to Mail from the drop-down menu.

2. Choose the options you want included in the enrollment verification from the list provided.

3. For a specific term to be listed on the enrollment verification, choose from the drop-down list. If a term is not selected, all terms will be included on the enrollment verification form.

4. Input the Number of Copies Required.

5. Check the Send to My Address check box.

6. Select the Address Type from the drop-down menu.

7. Type the name of the person to receive this in the Send To field.
8. To make changes to the selected address, click the **Edit Address** link.

9. Click **OK** when completed.

![Address Editing Interface]

10. You are now returned to the **Request Enrollment Verification** page.

11. Click **Submit** to complete the request.

12. You will receive confirmation that your request was successful.

![Save Confirmation]

13. Your Enrollment Verification will be mailed within three business days.
To Send to Another Address

1. Type in another name in the Send to field.

   ![Send to Mickey Mouse](image)

2. Click the Edit Address link to add a new address.

3. Type in the new address information.

   ![Address Form](image)

4. Click OK.

5. Click Submit.

6. You will receive a confirmation that the save was successful.

   ![Save Confirmation](image)