

ENROLLMENT VERIFICATIONS

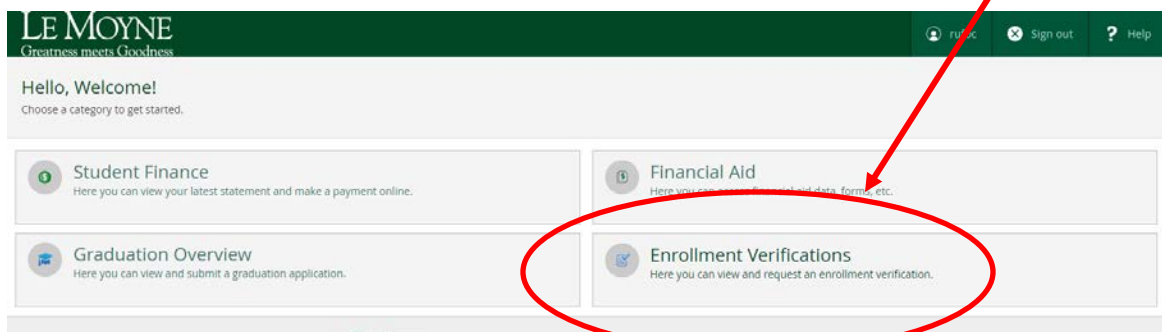
What are they?

An Enrollment Verification is a document provided by the Registrar's Office, which validates a student's enrollment for insurance coverage, loan deferment, for scholarship purposes, etc. Current students are able to submit an email, pickup, or mailed Enrollment Verification request via myinfo.lemoyne.edu. Enrollment Verifications are processed within 1-2 business days and are free of charge.

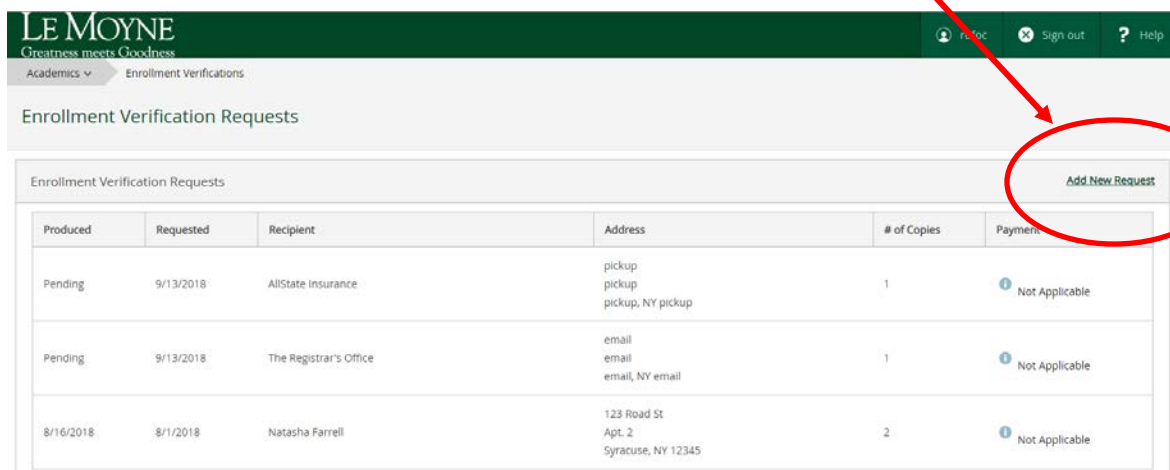
Le Moyne has also authorized the National Student Clearinghouse to provide enrollment verifications. If you are a company needing to verify enrollment status, you can contact the Clearinghouse at www.degreeverify.org. Current students needing proof of enrollment when the Registrar's Office is not open can also use the National Student Clearinghouse (www.degreeverify.org). Please be aware that there is a nominal fee when using the Clearinghouse for enrollment verifications.

How do I order an Enrollment Verification?

1. Log into myinfo.lemoyne.edu and click on "Enrollment Verifications"



2. This screen will display all of your current (*status = pending*) and processed (*processed date is listed*) Enrollment Verification requests. To create a new request, click on "Add New Request".



3. Complete all fields as required.
 - **MAILED REQUESTS:** Provide address information to where it should be mailed.
 - **PICK-UP REQUESTS:** Enter "pick-up" in all address fields.
 - **EMAIL REQUESTS:** Enter "email" in all address fields and write the recipient's email address in the Comments field.
4. You will receive an email verification with your order information.