

## ENROLLMENT VERIFICATION PROCESS

(Ex. Loan Deferment, Health Insurance, Child Support Program forms, etc)

### **Enrollment data submitted to the Clearinghouse (please allow 2-3 days processing):**

- **Monday before the first day of the term.** (For example, Spring term 2004 begins on March 29; verifications will be available on the PSU Information System beginning March 22.)
- **Monday of 2<sup>nd</sup> week of term**
- **Monday of 3<sup>rd</sup> week of term**
- **Monday of 7<sup>th</sup> week of term**
- **End of term**

*If you are deferring your student loans, check with your lender to ensure they will backdate your enrollment status to the start of the current term.*

### **Student directions to print an “Enrollment Verification Certificate” (ex. loan deferments, health insurance, child support program forms):**

- **Log on to the PSU Information System (<https://banweb.pdx.edu>)**
- **Select “Student Services and Financial Aid” link**
- **Right-click on “Enrollment Verification” link to open a new window**
- **Select “Click Here to Continue”**
- **Select either “Current Enrollment” or “All Enrollment”**

*If your enrollment data is not posted or updated, see schedule above and check after the next submission date. You may have registered for classes after we sent a submission.*

*For forms from agencies that require your schedule and grades, print your schedule, prior term grade report, enrollment verification and attach them to the required agency form.*

### **Third-party agencies requesting enrollment certification may contact the Clearinghouse for a small fee:**

National Student Clearinghouse  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)  
(703) 742-4200 (11:30 am to 10:00 pm PST)  
FAX (703) 742-4239

**Please note: PSU will no longer complete individual forms.** All verifications obtained from the Clearinghouse are official and need no further institutional signatures or seals.

Only those certification requests which require information not in the possession of the national Student Clearinghouse will be handled by the Office of Admissions, Registration, & Records.

If you have questions concerning our certification reports or processes, you may call our office at (503) 725-3511.