

Fill out a separate request for each address.

PLEASE TYPE

IVC Student ID #: _____ and/or Social Security Number: _____ Date of Birth: _____

Student's Name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Daytime/Cell Phone: _____

Previous Names: _____

Signature: _____ Date: _____

SERVICE SELECTION – All fees are due when request is submitted

_____ # of forms/copies

Verification of Enrollment/Non-Enrollment – Emailed within three (3) business days. **\$6.00 per form**

Common Application – Emailed within three (3) business days. **\$6.00 per form**

Other: Examples: EDD, Training Verification, Cal Grant, loans and insurance **Free of Charge**

RECIPENT INFORMATION:
You are responsible for the complete address.

Attention: _____

Institution: _____

Address/Email: _____

City: _____ State: _____ Zip: _____

For Use by Office of Admissions and Records

Received by: _____ Date: _____ Holds: _____

Processed by: _____ Posted by/Date: _____

Verification Information and Procedures:

- Every student is entitled to receive two (2) free transcripts or two (2) free enrollment verifications. Once the two (2) initial transcript or enrollment verifications or any combination of the two (2) have been provided, every subsequent request is \$6.00 each.
- Verifications request are only accepted via email from district issued email account with a copy of valid picture ID. District issued emails are "student_name@ivc.edu" or "student_name@saddleback.edu". We cannot accept requests sent by phone or fax. We cannot accept cash payment.
- Verifications are commonly requested for Enrollment and Student Loan Deferrals. If you need a verification for other reasons, please select "other" and explain your need. Some common needs are:
 - Full-time Enrollment for Insurance
 - Training Verifications
 - Good Student Discount
 - Cal Grant
 - EDD
- Several state programs allow for regular verifications to be processed at no charge or within a specified time. Our staff will help identify those for you.
- Students must present valid photo identification at the time the request is made, in accordance with the Family Education Rights and Privacy Act of 1974, verifications will NOT be released to another person.
- Full payment for verification services must be received before services will be rendered.
- Processing for a request to be emailed means the verification will be ready to be emailed within three (3) business days. Please remember to consider processing and delivery time when placing your request.

Irvine Valley College is NOT responsible for lost or misdirected email documents