Letter of Enrollment Request eForm Job Aid

The Letter of Enrollment Request eForm can be used to request letters or forms that require Office of the Registrar certification.

Students must meet the following requirements in order to submit a request:

- Student must be in active status.
- Student must be in good academic status.

Please note: A completed form is required in order to complete a letter/form request. Required fields are identified with an asterisk*:

Request Type, Current Career, Current Program, Current Plan, Delivery Method, Destination, Required Signature, Number of copies.

Please include any special requests or instructions in the "Special Requests" field. We will contact you if we are unable to fulfill your request.

Documents that include course syllabus, grades, and student's GPA cannot be attached. For detailed course syllabus, please contact the schools in which the courses were taken at:

- College of Letters and Sciences (COLS): COLS@nu.edu
- School of Business & Management: SOBM@nu.edu
- Sanford College of Education: SCOE@nu.edu
- School of Engineering and Computing: SOEC@nu.edu
- School of Health and Human Services: SHHS@nu.edu
- School of Professional Studies: SOPS@nu.edu

Please be aware:

- Letter requests will be processed within 3 business days.
- If is not currently enrolled in classes, letter will only confirm application for admissions with National University.
- Letters can only be produced for program student is currently enrolled in.
- If your letter is requesting a specific start date, your request cannot be processed until the 10th day for the current term.

- For an official document that includes grades and GPA, please order your official transcript at: Parchment Transcripts: https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=aSEgpeJbxSku72yH
- For an unofficial document that includes grades and GPA, please order your unofficial transcript through the Student Portal.

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Form Instructions:

1. Log into Student Portal and navigate to Student eForms:

Office of the Registrar	Letter of Enrollment Request
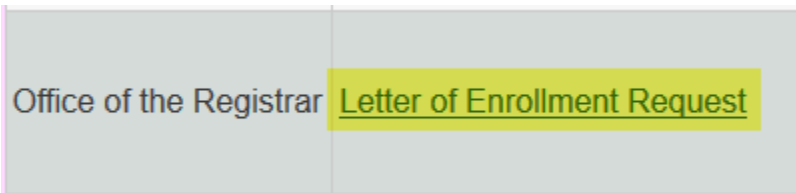
    1a. Select Letter of Enrollment Request link.

2. Review the directions carefully and confirm you have read and acknowledged statement by checking the box:
3.   2a. Click on "Continue to eForm link.
    a.

Letter of Enrollment Request

Global Requirements

- Student must be in active status.
- Student must be in good academic status.

Note:

- Please allow 3-5 business days for processing.
- If student has not been enrolled in classes, letter will only confirm application for admissions with National University.
- Letters can only be produced for program student is currently enrolled in.
- If your letter is requesting a specific start date, your request cannot be processed until the 10th day for the current term.
- Documents that include course syllabus, grades, and student¿s GPA cannot be attached. For course syllabus, please contact the schools in which the courses were taken at:
    - College of Letters and Sciences (COLS): COLS@nu.edu
    - School of Business & Management: SOBM@nu.edu
    - Sanford College of Education: SCOE@nu.edu
    - School of Engineering and Computing: SOEC@nu.edu
    - School of Health and Human Services: SHHS@nu.edu
    - School of Professional Studies: SOPS@nu.edu
- For an official document that includes grades and GPA, please order your official transcript at: Parchment Transcripts
- For an unofficial document that includes grades and GPA, please order your unofficial transcript through the student portal.

☐ **I have read and acknowledged the statements above**

Continue to e-form

Check the Status of a submitted e-form

4. Select your Request Type:
    a. Prior Dates of Attendance: Letter confirming past dates of attendance.
    b. Current and Future Enrollment Dates: Letter confirming current and future attendance.
    c. Letter of Enrollment: Letter confirming enrollment status.

      d. Student Schedule: Letter confirming current student schedule.

      e. Course Descriptions: Request for assigned academic catalog course descriptions.

      f. Specific Forms: Select this option if you have a specific form for the Office of the Registrar to complete (ex: Deferment form, EDD forms, scholarship forms).

      g. Letter of Conferral: Letter confirming future degree conferral date.

      h. Military Request: Military specific forms or letters.

      i.

5. Please specify if you'd require your Anticipated Completion Date and Degree Program by selecting from the drop down menus.

      a.

6. Important: Office of the Registrar cannot issue a letter without recipient details.

      a. Please include delivery method and destination.

          i. Delivery Options: Mail, Fax, Email

          ii. Destination: Complete Mailing Address, Fax number with area code, email address.

      b.

7. Select the type of signature required:

      a. University Representative: Most forms and letters can be signed by a records department representative, unless noted otherwise.

      b. Registrar: Please indicate if form or letter requires University Registrar signature.

*Signature Required Registrar

*Number of Copies 1

    c.

8. Number of Copies:
    a. Please confirm the total number of copies required.

*Signature Required Registrar

*Number of Copies 1

    b.

9. Special request:
    a. If there are any additional details, requirements or requests, this text box can include instructions.

Special Requests:

    b.

10. Once you have filled out all required fields, select Save and Continue.

You will have the option of uploading attachments after you save the transaction.

Save and Continue   Cancel

    a.

11. If you have any forms or release of information to attach, you may do so by selecting "Add Attachment"

Attachments

Letter of Enrollment Request

Note: Attachments will be reviewed and accommodated, if possible. If attachment cannot be included with official letter, student will be notified via email.

Add Attachment

Save and Close

    a.

12. Select Save and close to receive confirmation:

Note: Attachments will be reviewed and accommodated, if possible. If attachment cannot be included with official letter, student will be notified via email.

Add Attachment

Save and Close

a.

Favorites   Main Menu >   NU Custom >   NU Workflow >   Staff >   Workflow Home Page

Your Request has been submitted.

The appropriate National University staff member will be notified of your request. Once the request is completed, you will be notified automatically or a staff member will contact you.

Check the Status of a submitted e-form

b.