

CERTIFICATION OF ATTENDANCE

Please print clearly and fill in all portions of the form. Any question or comments please email us at ENROLLMENT.VERIFICATION@Baruch.cuny.edu

STUDENT INFORMATION

_____ or XXX—XX— _____
 EMPLID (CUNYFirst ID) Last four digits SSN Date of Birth

Name: Last First MI Name while attending (if different)

Current Street Address Day Phone

City State Zip Email Address

Are you currently enrolled? No Yes Graduated? No If Yes, Degree and Date: _____

APPLICATION PROCESSING

Please check which letter(s) you are requesting below:

- Current Enrollment** Includes your major, credits in progress, credits completed and semester start date.
- Semesters Enrolled** Includes semesters of enrollment, enrollment status and start and end dates for each semester.
Indicate Semester(s): _____
- Graduation Letter** Includes the degree awarded, major and graduation date.

Would you like to have your expected graduation date reflected in the letter? No If Yes, expected Graduation Date: _____

Additional Comments (optional): _____

Would you like to have your address reflected in the letter? No Yes

Quantity <input style="width: 30px; height: 20px;" type="text"/> Please choose: <input type="checkbox"/> Mail <input type="checkbox"/> Pick up	If mailing please print name and address of recipient. _____ _____ _____ _____
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Certification of attendance requests are processed in 2-3 business days of receipt.
Requests will not be processed unless all financial and other obligations to the college are met.
Your signature is required to authorize the issuance of the certification of attendance letter.

 Student's Signature Date

OFFICE USE ONLY							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">PROCESSED BY</td> <td style="width: 85%;"></td> </tr> <tr> <td style="padding: 2px;">INITIAL:</td> <td></td> </tr> <tr> <td style="padding: 2px;">DATE:</td> <td></td> </tr> </table>	PROCESSED BY		INITIAL:		DATE:		Comments: _____ _____ _____
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