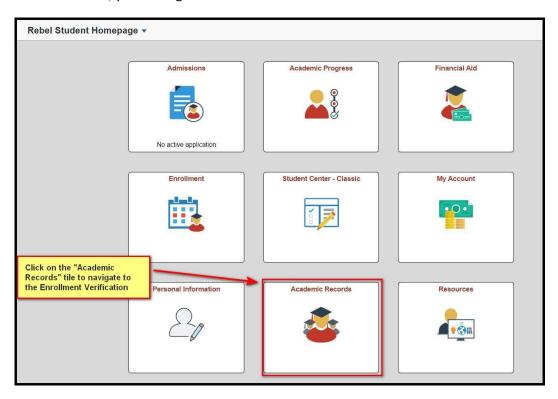


Enrollment Verifications

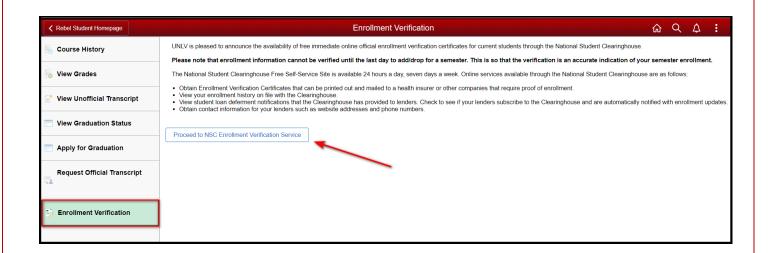
Students may require a verification of Enrollment for their job, insurance company, student loan servicer, etc. We cannot provide verifications for the current semester until the end of the Add/Drop period (the first 5 days of courses for a Fall/Spring semester). If a student is requesting enrollment verification for the Summer, we can provide them after the Add/Drop period for the FIRST session they are enrolled in. Meaning if a student is only enrolled in Summer 3 classes, we cannot provide their verification until the end of the Add/Drop period for Summer 3. You will need to check the Summer Term website for Add/Drop periods for each session.

- 1. Enrollment Verifications for the current and any past semesters can be generated in MyUNLV
- 2. Student will log into their myUNLV: https://my.unlv.nevada.edu/
- 3. Navigation: Academic Records > Enrollment Verification
 - a. From there, you'll navigate to Enrollment Verification on the left hand side

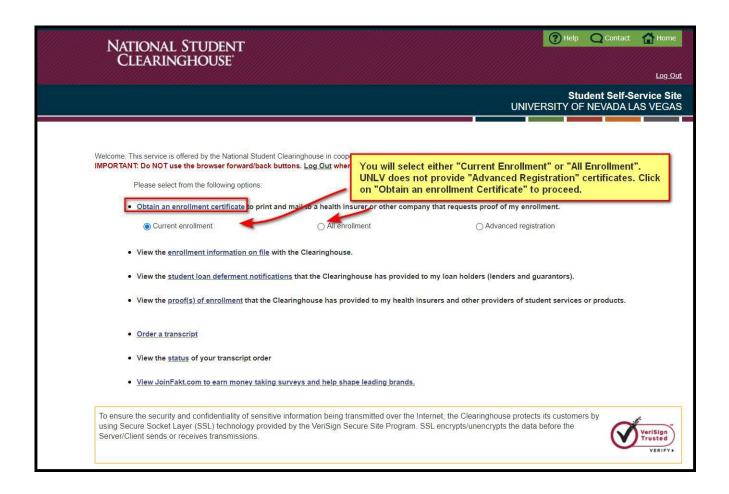


b. Click on "Proceed to NSC Enrollment Verification Service"



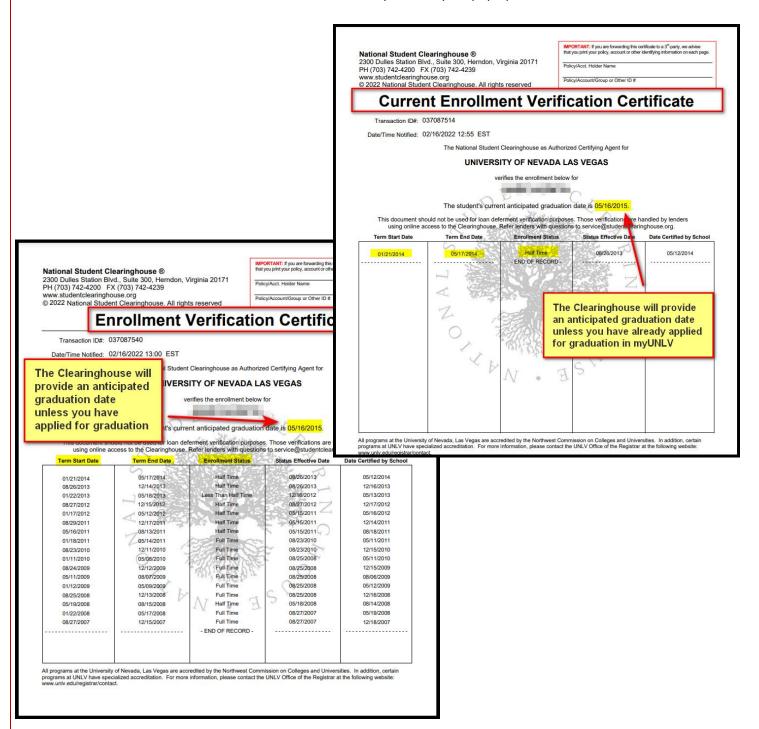


c. You will see the National Student Clearinghouse webpage. You'll have the option to obtain an Enrollment Certificate for either the Current Semester or for All Semesters.





- d. Once you click on "Obtain an enrollment certificate", your enrollment verification will appear in a separate window.
 - i. The Verification is a PDF so you need your pop up blocker turned off



d. You are able to print and save your Enrollment Verification as a PDF on your computer.



- 3. Some students may receive a form from an organization (such as car/health insurance) requiring certain academic information to be completed. In many of those cases, they specify that an unofficial transcript can be used in those situations. If your form requires information that is found on your transcript, you should proceed with obtaining your unofficial transcript through your myUNLV.
 - a. The most common example of this are Car Insurance discounts for students with 3.0 or 3.5 GPA's. The majority of those forms request an unofficial transcript and only require the student to have the form completed IF the unofficial transcript cannot be provided

Common Application

Students who are completing the Common Application will be required to complete a Transfer College Report form. This form is for students who are transferring FROM UNLV to another school. We can complete these forms in the Registrar's Office but they must be sent to Student Conduct for the final signature.

THECOMN APPLICAT	MON TION	RD Fall 2017 10/11/1996	6 CEEB: 4861 CAID: FERPA: Waived
Transfer College Contacts	e Report		
Official Name / Title			
Email / Phone	registrar Qunly:edu 702-995-344	Student	Conduct
Website / Profile	www. unlv.edu/registrar	CDC	
Institution / CEEB	University of Nevada, Las Veges	1_	
Address	Office of the Registrar 4505 Meryland Parkway Box 451029 Las Vegas, NV 89154-1029		