

# Enrollment and Degree Verification Request

**Process**

The University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
Student Union  
1106 N. Stonewall  
SU104  
Oklahoma City, OK 73117-1200  
  
Telephone (405) 271-2683  
FAX (405) 271-2682

**Steps:**

1. Submit your request to the address listed above.
2. The Office of Admissions and Records receives enrollment and degree verification requests in person with the student's signature and with proper identification, by fax or by mail with the student's signature, and through the National Student Clearinghouse. Email requests are not accepted unless it is accompanied with the student's signature.
3. This form is available at the Student Union Office of Admissions and Records and on the official Office of Admissions and Records website.
4. It is important that the student signs the release of his/her enrollment and degree verification in order to obtain an official release of his/her academic records and submit it accurately and completely to the Office of Admissions and Records Student Union location for processing.
5. Enrollment and degree verification requests will be processed within five (5) business days of the receipt of the request.

**\*Note:** Disclosure of your Social Security Number is voluntary. If you consent to disclose your Social Security Number by including it on this form, it will be used for tracking purposes and to match your request with your educational records.

**FERPA Policy on Student's Access to their Educational Records:**

Based on the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to view their education records wherever these records are maintained on campus. Once a student has submitted a request to inspect his or her record, an institution must comply within 45 days. When the student has an outstanding financial or other hold on the record, the student will maintain the right to review his or her education record. He/She does not have the right to obtain copies unless failure to do so would effectively deny the student the right to inspect and review the record. Also, that student does not have the right to request a transcript sent to a third party until the obligation is fulfilled.

**Parental Access to Student Academic Records:**

Parent of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student on their current income tax return.

**Person or Company Requesting Information (please print)**

Company Name		Contact Telephone Number
		(    )
Name of Contact		Title
Last Name	First Name	
Purpose of Request:		

**Student Identification Information**

Student's Name (please print)	Student ID Number	Enrollment History
Last Name                      First Name                      Middle		<input type="checkbox"/> Enrolled After 1984  These records will need to be researched and will take longer to process:  <input type="checkbox"/> Enrolled Prior to 1960 <input type="checkbox"/> Enrolled 1960 – 1984
Student's Name(s)	Date of Birth	
Former Last Name                      Date Last Used (Year)		
Additional Instructions	Social Security Number *	

**Mailing**

<input type="checkbox"/> Mail Enrollment and Degree Verification (provide exact name and address for mailing)	<input type="checkbox"/> Fax Enrollment and Degree Verification
	(    )

## Authorizations and Signatures

Student Signature	Date	Parents Signature (if obtaining records through FERPA)	Date
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## Administrative Use Only

Processed By	Date	Record Location	Comments
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