Enrollment and Degree Verification Form

Process:
The University of Oklahoma Health Sciences Center
Office of Admissions and Records
Robert M. Bird Health Sciences Library
1105 N. Stonewall
LIB 121
Oklahoma City, OK 73117-1221
Telephone (405) 271-2359
FAX (405) 271-2480

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 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 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.

Student’s Name (please print)  
Last Name  First Name  Middle

Student Identification Information

Student’s Name(s)
Former Last Name  Date Last Used (Year)

Date of Birth

Social Security Number *

Additional Instructions

Mailing

Fax Enrollment and Degree Verification

Authorized and Signatures
Student Signature  Date  Parents Signature (if obtaining records through FERPA)  Date

Administrative Use Only
Processed By  Date  Record Location  Comments