

Certification Request

Please allow 3-5 business days for processing.

Office of the Registrar • 3200 Cold Spring Rd., Indianapolis, IN 46222 • Phone: 317.955.6050 • regis@marian.edu

Name: _____ SSN: _____
Please list all names used while in attendance. Last four of SS# or student ID

MU-COM medical students should **NOT** complete this form! MU-COM specific forms can be found on the Registrar's page via the [Enrollment/Degree Certification](#) tab.

Please select the type of certification:

Certification of enrollment at Marian University

This letter will certify all semesters of enrollment at Marian University. All certification letters will indicate your enrollment status (full-time/half-time). For undergraduate students, 6 credit hours is half-time and 12 credit hours is full-time. For graduate students, 5 credit hours is half-time and 9 credit hours is full-time.

In its default form, the certification letter will include the following non-directory information:

- ▶ Your Social Security number (to enable the receiving party to identify you within their records)
- ▶ The number of credit hours in which you are enrolled for each certified semester
- ▶ Please check if you do not want the following non-directory information to be released. If these items are not checked, signing this form implies your consent to release this information.

- Do not release** Social Security #
- Do not release** number of credit hours enrolled

Certification of graduation/degree received or expected

Degree received/degree expected: _____

Date of graduation/expected date of graduation (month/year): ____/____

Other certification request (explain)

Please provide the recipient information:

- I will pick up my certification letter after 3-5 business days processing.
- Please send my certification letter to the address or email below.

Company/Name _____

Street _____

City _____ State _____ Zip _____

Email _____

Student signature*: _____ Date: _____

**This document requires an original/legal signature. A typed in name will not be accepted as a signature.*