



OFFICE OF THE
University Registrar

Certification Request Form

Questions, please call 615-322-7701.

Last Name First Name Middle Name Student ID Number

Former Name: Date of Birth:

Phone: Email:

We are required by federal law to obtain your legal signature to authorize the release of information which is protected by FERPA.

Please select letter type:

- Degree Verification Include GPA Include Rank in Class (if available)
Enrollment Verification (Current semester) Enrollment Verification (All semesters)

Please add following information to letter:

- Academic Good Standing Statement
Good Student Discount Statement
Other, please list:

Please mail letter to the address below:

Name or Agency:
Street Address Line 1:
Street Address Line 2:
City: State: Zip: Country:

Or, I will pick up the letter at 110 21st Ave S, (Baker Bldg. Suite 110)

Or, fax at
To the attention of Fax Number

I authorize Vanderbilt University to release a letter with the requested information above.



Signature: Date:
(Signature cannot be typed and must be hand-written)

Please fax to: 615-343-7709

Or mail to: Vanderbilt University
Office of the University Registrar
PMB 407701
110 21st Avenue South, Suite 110
Nashville TN 37240-7701