



VANDERBILT UNIVERSITY  
Office of the University Registrar

**Certification Request Form**

**Current Name:** \_\_\_\_\_ **VU ID number:** 000 \_\_\_\_\_

**Former Name:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Please select letter type:*

Enrollment Verification (current semester) \_\_\_\_\_

Degree Verification \_\_\_\_\_ *(only available if degree is posted on transcript)*

Enrollment Verification (all semesters) \_\_\_\_\_

*Please include an additional statement that:*

The student is in good academic standing \_\_\_\_\_

The student has met the requirements for a good student discount \_\_\_\_\_

Other, please list: \_\_\_\_\_

*Please send letter by email or fax to the address below:*

Name or Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*Or, please mail letter to the address below:*

Name or Agency: \_\_\_\_\_

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

**We are required by federal law to obtain your legal signature to authorize the release of information which is protected by FERPA. 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 send via email to:**  
**transcripts@vanderbilt.edu**

**Or mail to:**  
**Office of the University Registrar**  
**Vanderbilt University**  
**PMB 407701**  
**Nashville TN 37240-7701**