



OFFICE OF THE REGISTRAR

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ENROLLMENT AND DEGREE VERIFICATION REQUEST FORM

Enrollment verification letters confirm that a student is or was enrolled at Babson. Degree verification letters confirm that a student graduated from Babson. The Registrar's Office can only verify enrollment and degree information and enrollment for a semester in which the student is or was registered. Verification letters are printed on Babson College Registrar's Office letterhead, signed by the College Registrar, and embossed with the Babson College seal (note: the seal will not appear on letters sent via email or fax). To request expedited shipping, circle "Express" in the Letter Destination section below and follow these instructions. Expedited shipping is at your expense and will expedite the shipping time, but not the processing time.

Complete the information below. Submit the completed Enrollment and Degree Verification Request Form via postal mail, fax, email, or in-person. Use the mailing address, fax number, and email address listed above. Include forms, such as health insurance or loan deferment forms, which need to be completed by the Registrar's Office with the request. Requests are typically processed within three to five business days once received and are processed on a first-come-first-served basis.

NAME, AS ATTENDED

DATE OF BIRTH

EMAIL ADDRESS

ANTICIPATED GRADUATION DATE / GRADUATION DATE

PROGRAM (Undergraduate / Graduate / Certificate / Non-Degree)

ENROLLMENT STATUS (Enrolled / Graduated / Did Not Graduate)

SELECT ONE:

- ENROLLMENT VERIFICATION: CURRENT SEMESTER
ENROLLMENT VERIFICATION: NEXT SEMESTER
\*The Registrar's Office cannot verify enrollment in semesters in which the student is not yet registered.\*
ENROLLMENT VERIFICATION: LAST SEMESTER
DEGREE VERIFICATION

LETTER DESTINATION #1

LETTER DESTINATION #2

Circle One: Mail Fax Pick-Up Email Express

Circle One: Mail Fax Pick-Up Email Express

ENTER THE MAILING ADDRESS, FAX NUMBER, OR EMAIL ADDRESS BELOW.

ENTER THE MAILING ADDRESS, FAX NUMBER, OR EMAIL ADDRESS BELOW.

Four horizontal lines for entering mailing information for Letter Destination #1.

Four horizontal lines for entering mailing information for Letter Destination #2.

SIGNATURE

DATE

OFFICE OF THE REGISTRAR USE ONLY

Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_