

Adler University * Attention: Office of the Registrar * 17 North Dearborn St, Chicago, IL 60602-4310

EMAIL: registrar@adler.edu (PREFERRED) * FAX: 312-277-0918

ENROLLMENT AND DEGREE VERIFICATION - CHICAGO AND ONLINE CAMPUSES

FOR STUDENT/ALUM USE ONLY

SECTION 1: PERSONAL INFORMATION

First Name Last Name
Previous Name(s) During Attendance Last 4 of SSN or Student ID
Mailing Address
City State Zip Code Country
Daytime Phone Email Address
Program(s) Dates of Attendance
Anticipated Degree Completion Date (if applicable) Degree Completion Date

SECTION 2: PRONOUN (FOR USE IN LETTERS)

SECTION 3: CHECK ALL THAT APPLY TO YOUR REQUEST

Post-Doc Transcript Request (IMPORTANT, PLEASE READ): (1) Requests must be received within one year of the degree conferral date on your transcript. (2) 10 transcripts max can be requested in a 365-day period. Additional transcripts must be requested and purchased through the Clearinghouse. Please visit for <https://tsorder.studentclearinghouse.org/school/select> for complete details on how to request a transcript. (3) **Please include job descriptions for each transcript requested. Your request will not be processed without this information.**

Unofficial Transcript Request (for students without access to Student Planner)

Verification of Degree Earned (send form only after you received notification your degree has been conferred; letter will be sent to student only; **third parties in need of verification are required to go to degreeverify.org**)

Verification of Cumulative Grade Point Average (GPA)

Verification of Enrollment (indicate terms that need to be verified)

Verification of Enrollment Status (full-time/part-time/less than part-time)

Fill out the attached form(s) (please review your form to ensure it is complete and if necessary, signed)

Special Instructions

SECTION 4: DELIVERY INFORMATION

Email document

Fax document

Mail copy/copies of the document to: Name/Company

Mailing Address

City, State, Zip, Country

Student pick-up (Office of the Registrar, Chicago campus, 15th floor) when document is ready. (NOT AVAILABLE)

SECTION 5: NOTIFICATION INFORMATION

(please provide an email address so we may notify you when your request is received and when your request has been processed.)

SECTION 6: SIGNATURE AND DATE

My signature signifies I am the student/alum making this request and the University reserves the right to request additional information to verify my identity. *Typed signatures are accepted for this form ONLY when sent through your Adler email account; otherwise, you will need to hand sign the form.

*Student's Signature:

Date:

IMPORTANT: Please allow up to 15 business days (M - F) for processing. If you have questions regarding the status of your request, please email our office at registrar@adler.edu. Requests that are not picked up within 15 business days of notification will be disposed of.