

Please submit form to:
Southern Maine Community College
REGISTRATION OFFICE
2 Fort Road, South Portland, ME 04106
Fax: (207) 741-5760 – Email: registration@smccme.edu

ENROLLMENT VERIFICATION REQUEST

Enrollment Verification Letters are not sent if you have an outstanding financial obligation to the college.

Student Name: _____

Date: _____

PLEASE PRINT CLEARLY

- CURRENT ENROLLMENT** – Available only *AFTER* the Add/Drop period of a semester.
- PRE-REGISTRATION VERIFICATION** – No confirmation of full-time/part-time status. Pre-registered credit load and final date for Add/Drop is listed.
- NON-ENROLLMENT VERIFICATION** – Dates for last attendance will be listed

Select semester(s) to be included in the letter:

Fall 20__

Spring 20__

Summer 20__

X _____

Signature (required for release)

Social Security # **or** D.O.B

(This information will be included in the letter for identity verification purposes.)

Send enrollment verification letter to **(Fill out all that apply. Please print clearly):**

Via US Postal Mail Service

FAX

Name

Fax Number: _____

Address

Attention: _____

_____, _____
City State Zipcode

EMAIL

PICK-UP

E-Mail: _____

Please Print Clearly

Please note: Letters will be available at the Registration Office 24 business hours after the request form is received. **Photo ID Required for pick-up.**

SMCC is not responsible for delays due to incorrect address

Office use only:

Date Received: _____

Date Sent/Picked Up: _____