Verification Request Form

- Students may pay in-person by cash, check or credit card with photo identification. Any requests received via fax, mail, or email, with credit card information will be shredded and not processed.
- **We no longer accept faxed, emailed, or mailed credit card payments**. Credit cards can only be used in-person with photo identification. No exceptions.
- Students paying by mail must submit a personal check, cashiers check, or money order with their verification request, except for non-fee verification requests (see below).
- Only non-fee verification requests can be submitted via email, or fax.
- Students must satisfy ***all*** financial obligations to the College prior to submitting a verification request.

NOTE: Verifications of enrollment will not be processed prior to the first day of the semester. Please allow 7 working days for processing your request. The student is responsible for providing a correct, legible mailing address. Palomar College does not retain copies of verifications of enrollment. Verifications not picked up within 30 days are destroyed.

Current Semester

Last Name First Name MI

Address

City. State, Zip

Palomar ID

SSN

Telephone

Birth Date

Semester Year

Expected Graduation Date

Mail to Name (Write "Pick-up" for pick-up orders)

Mail to Street Address

Mail to City. State, Zip

Signature Date

Office Use Only

Non-Fee Requests

- ☐ Federal Deferment
- ☐ Non-Enrollment
- ☐ Financial Aid Verification
- ☐ Financial Needs Analysis (FAFSA/Dream Act App must be on file.)

Fee Requests

- ☐ EDD
- ☐ Verify Semester Units/GPA
- ☐ Verify Cumulative Units/GPA
- ☐ Military ID
  - ☐ USA ☐ USN ☐ USMC ☐ USAF ☐ USCG
- ☐ Pick-up
- ☐ Mail
  - ☐ Student ☐ Other
- ☐ Nursing Student

Received by:

Cost:

Basic Fee	$5/each
RUSH Fee (48 Hours)	$10/each
FAX Service	$13/each

Mail: Records Office
1140 W. Mission Road
San Marcos, CA 92069
Fax: 760-744-2932 Email: records@palomar.edu

Revised 3/2016