



ENROLLMENT CERTIFICATION REQUEST

Office of the Registrar

NOTE: All standard enrollment certifications will include the following information about you at UTD:

- | | |
|--|---|
| 1 Name | 6 Enrollment Status (see chart on back) |
| 2 Student ID/SS Number | 7 Hours Enrolled |
| 3 Major | 8 Degree Program |
| 4 Expected Graduation Date | 9 GPA (on request only) |
| 5 Beginning & Ending Date of Certified Semester(s) | |

If additional information is needed, please check this box

& note additional information on the back of this form

- ◆ Only hours enrolled at UTD will be certified – concurrent enrollment will be certified by each school.
- ◆ Future semesters cannot be certified – only current and/or past semesters can be certified.
- ◆ **Current semesters can only be certified after Census Day (consult the Academic Calendar).**
- ◆ Typical processing time is 3 to 5 working days (up to 7 working days immediately following Census Day).
- ◆ This form is required even if an agency has provided a form for you.
- ◆ International students should request certification through the International Student Services office.

Name: _____

UTD-ID:

Level: Undergraduate Graduate (Note: your enrollment status is based on chart on back)

Major: _____ Anticipated Graduation Date (month & year): _____

(CANNOT certify future semesters) Please list which semester(s) you need certified: _____

Usage: Loan Deferment Insurance Scholarship Employment Credit Card Other*: _____

*If this verification is not being used for the purposes stated above and less information is required, please indicate on the back of this form the information required.

of copies: _____ Distribution: Pickup (a photo ID will be required at pickup)

Mail (provide complete address below ↙)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

If you have additional addresses, please check this box and list on the back

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas Correct information about you that is held by us and that is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Registrar's Office Stamp Below:

Daytime Phone Number: _____

Student's Signature: _____ Date: _____

You will be certified based on the level of your admission.

ENROLLMENT STATUS TABLE

UNDERGRADUATE HOURS & STATUS CLASSIFICATION

Undergraduate	Full Time	¾ Time	Half Time
Fall/Spring Semester Hrs	12	9	6
Summer Semester Hrs*	9	6	4

GRADUATE HOURS & STATUS CLASSIFICATION

Graduate	Full Time	Half Time	
Fall/Spring Semester Hrs	9	5	
Summer Semester Hrs*	6	3	

* Summer Semester status is determined by your total officially enrolled hours for the entire summer session(s).