

## How to Obtain Official Verification of Full-Time Enrollment (from a Transfer Institution)

*For Transfer Student Scholarships, Official Verification of Full-Time Enrollment from the four-year institution you will be attending during the time of award must be delivered to the SRJC Scholarship Office (not Admissions & Records), signed and sealed in an envelope. **By arrangement, enrollment verifications can be submitted electronically to our office ONLY if coming directly from a school official. For more information, call the SRJC Scholarship Office at (707) 527-4740.***

*NOTE: This requirement only applies to students transferring to a four-year institution during time of award. Students who have received a continuing student scholarship, who will be attending SRJC, do not need to submit a verification of enrollment.*

**Contact your transfer institution** – this verification is typically requested from the **Registrar's Office**. The verification must include the Registrar's signature and seal.

- The institution's acceptance letter or a student-generated print-out of the class schedule is NOT acceptable.

If the institution uses the **National Student Clearinghouse** for student enrollment verification, the verification form provided by the clearinghouse is sufficient.

**Verification must include: Student Name** (first and last), **college name**, **term/semester**, **current term enrollment/units** and **SRJC Student ID Number** (or other unique student identification number).

**Mailed verifications should be addressed to:**

**SRJC Scholarship Programs  
1501 Mendocino Avenue  
Santa Rosa, CA 95401**