



VERIFICATION REQUEST FORM

The National Student Clearinghouse, Michigan State University's authorized agent, provides Enrollment and Degree information. Professional and business organizations are encouraged to utilize this resource. If additional information is required, complete this organization certification request form and return it to:

Office of the Registrar
Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 150
East Lansing, MI 48824-2603

Email requests to reg@msu.edu
Faxed requests may be directed to (517) 432-3347

Organization Name: _____

Requestor Name: _____ Date: _____

Phone Number: _____ Email: _____

Reason for Request:

Disciplinary Records Required

Academic Integrity/Dishonesty Records Required

Information not available through the National Student Clearinghouse

Special Instructions/Attachments: _____

Student Name: _____ Student PID: _____

Student Signature: _____

(Certification requests will not be processed without student signature)

Mail to Address:

City: _____ State: _____ Zip: _____

***Most certification requests will be mailed within two business days. Allow extra time for complex requests.

For Office Use: Date Mailed _____