



# FOOTHILL COLLEGE

## ENROLLMENT VERIFICATION REQUEST

- ✓ Verifications of enrollment cannot be completed until fees are paid in full **or** a payment plan has been established for the requested quarter.
- ✓ Please allow up to **3** business days for processing (**7 business days if requesting more than 3 copies**).

**Financial Aid verifies Student Loan deferments, grants, public assistance forms, financial aid, financial aid transcripts, etc. These requests will only be accepted in the Admissions and Records Office when the Financial Aid Office is closed.**

\_\_\_\_\_  
(Name: Last, First, Middle Initial)

\_\_\_\_\_  
(Foothill College Student ID number)

\_\_\_\_\_  
(Date of Birth – MM/DD/YYYY)

\_\_\_\_\_  
(Phone# including area code)

\_\_\_\_\_  
(E-mail address)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Apt. or Unit #)

\_\_\_\_\_  
(City, State)

\_\_\_\_\_  
(Zip Code)

### Type of Verification:

- ☐ Current Enrollment      ☐ Dates of Attendance      ☐ Child Care      ☐ EDD  
☐ Common Application      ☐ Never Attended      ☐ Insurance      ☐ Other

### I request the following information:

- ☐ Summer   ☐ Fall      ☐ Winter      ☐ Spring      Year(s) \_\_\_\_\_  
☐ Units      ☐ GPA      ☐ Full-Time      ☐ Part-Time

\_\_\_\_\_  
\_\_\_\_\_

### Delivery options:

- ☐ Will **Pick Up** in Admissions Office  
☐ **FAX** letter to (number including area code to receive verification) \_\_\_\_\_  
☐ Please **MAIL** in attached postage-paid envelope (**Do not forget to attach envelope with correct postage**)

**THE FEDERAL FAMILY RIGHTS & PRIVACY ACT OF 1974 (FERPA)  
PROHIBITS ANY PERSON OTHER THAN THE STUDENT TO MAKE THE REQUEST OF STUDENT INFORMATION**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please FAX to (650) 949-7048, or mail/submit in person to:  
Foothill College Admissions and Records, 12345 El Monte Rd. Los Altos Hills, CA 94022

If you have any problems call (650) 949-7325 or e-mail (**include your name and SID#**) [fhverifications@fhda.edu](mailto:fhverifications@fhda.edu)

### For Office Use Only

Accepted By		<input type="radio"/> Holds		Processed By	
Accepted Date		<input type="radio"/> Fees		Processed Date	