



Office of the Registrar

REQUEST FOR ENROLLMENT CERTIFICATION

****processing takes up to 10 business days****

Student Name: _____ UT I.D. #: _____

Person requesting (if other than student): _____ Phone: _____

1. Select the type of certification:

Standard letter of enrollment - Includes: part/full-time status, program of study, classification & enrollment dates

Embassy letter of enrollment - Includes: part/full-time status, schedule, program of study, non-traditional courses, classification & enrollment dates

Degree Completion Letter - Includes: degree(s) earned, date of degree conferral, and official diploma date

2. Select any additional information needed in the certification (**does not** apply to degree completion letters):

Academic Standing (*ex. Good standing*)

GPA

Class Schedule (*current semester only*)

Date of birth

Credit Hours
____ add earned hours

Local Address
____ add UT box number

Anticipated Graduation Date: _____
(Ex. Spring 2025)

Other: _____

3. Select how the certification will be received:

Picked Up:
Email when ready: _____

Faxed To:
Attn: _____

Email To: _____

Number: _____

Mail To: _____

Address: _____
City State Zip

(Your signed release is required in order to process this form)

Student Signature: _____ Date: _____

Office of the Registrar, Plant Hall Room 90
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