University of South Florida  
Enrollment Certification Request

Processing takes approximately 3-5 business days. Enrollment can be verified for the term requested once the add/drop period has ended. The first few weeks of the semester are considered peak period and processing time may take longer due to the volume of requests.

<table>
<thead>
<tr>
<th>Enrollment Status at USF</th>
<th>Undergraduate/Non-Degree Seeking</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Full - Time Requirements</td>
<td>12 semester hours</td>
<td>9 semester hours</td>
</tr>
<tr>
<td>Minimum Half - Time Requirements</td>
<td>6 semester hours</td>
<td>5 semester hours</td>
</tr>
</tbody>
</table>

Attach this sheet to any third-party form requiring enrollment information. Submit all forms to the Office of the Registrar or Records and Registration location at your home campus. Enrollment certifications for the current term include the following information: current enrollment, dates of enrollment, enrollment status, academic standing and expected graduation date.

Name ____________________________________________ USFID Number _______________

Phone _______________________ Email _________________________________________________

Please certify my enrollment for ☐ Fall ☐ Spring ☐ Summer ☐ A ☐ B ☐ C Year __________________

☐ Current Term Enrollment Certification
☐ Military Current Term, Academic Standing, Enrollment Status, Expected Graduation Date and Major
☐ Insurance/Certify GPA Current Term, Academic Standing and Overall GPA
☐ Certify Degree(s) Earned USF earned degrees prior to current term
☐ Enrollment History Entire enrollment history at USF
☐ Other ____________________________

Choose ONE of the following:

☐ Pick-up
☐ Email
☐ Mail I would prefer USF to mail my completed form to the address indicated on the PRE-PAID, SELF ADDRESSED RETURN ENVELOPE.

Student’s Signature ________________________________________________________ Date __________________

FOR OFFICE USE ONLY: Initial __________________ Date __________________

Please note: Certifications marked for pick-up are held for 30 days.