

Each student who completes coursework at the college is entitled to receive two verifications or two transcripts at no cost (regular processing only). Once the initial two verifications and two transcripts have been produced a \$3.00 fee is charged for each future request.

Verifications will be processed using the form on the reverse side. Students may submit the request in person with valid photo ID at the college Office of Admissions and Records, by mail, or by faxing the request to: (949) 451-5443. If sending by mail or fax, include a photocopy of a valid photo ID with signature. Requests cannot be processed without verification of identification. We cannot accept requests by telephone or email.

To ensure student privacy, we are prohibited from processing or releasing verification information by fax or over the telephone to any party. All verifications are official and are available for pick-up by the student in person or by mail only.

Verifications are commonly requested for Enrollment and Student Loan Deferrals. If you need a verification for other reasons, please list it in "other" and explain your need. Some common needs are:

Training Verifications  
Cal Grant

Grade Point Average  
EDD

Payment must be made prior to processing verifications. The cost of a verification using our regular processing is \$3.00 per request. Regular processing may take up to seven business days for the verification to be available for pick-up in person, or to be mailed from our office. Several state programs allow for regular verifications to be processed at no charge. Our staff will help identify those for you. Emergency processing is available for an additional fee of \$5.00 per verification requested. Processing time for emergency requests is three hours to be picked up or it will be placed into the next day's mail. Emergency requests received after 3:00 p.m. Monday – Thursday or received after 12:00 p.m. Fridays will be ready by 12:00 Noon on the following business day. Please remember that delivery of the mail is beyond our control, so factor in delivery time when placing your request. Certain credit cards require that you include your CVV code when making payment by credit card. Check with your credit card company if it is required as verification requests may be delayed without it.

Verifications for pick up are only held for 30 days. After 30 days the student must submit a new request with payment.

Verifications will not be processed until all financial obligations to the college are cleared. All payments sent to the college are first obligated to outstanding fees or fines. Therefore, any balances past due to the college will prohibit us from processing your request until all obligations are paid. Contact the Bursar's Office at: (949) 451-5245 to clear any outstanding financial obligations.

Requests for verification of enrollment in a specific term will not be processed until the refund date has passed for the semester or session. Students enrolled in second session or late starting classes will not have verifications processed until the refund date has passed for that session.

**Irvine Valley College is not responsible for lost or misdirected mail. All mailed requests are sent via the standard U.S. Postal Service (U.S.P.S.). Use of other services such as overnight or express services initiated and paid for by the student require additional shipping time and are subject to the existing pickup schedule at the college.**



Office of Admissions and Records

# Verification Request Form

5500 Irvine Center Drive, Irvine, California 92618 (949) 451-5461

FAX (949) 451-5443

**Verifications will not be processed without valid identification (see reverse for details). Please complete the following information, ensuring that it is complete and legible.**

Name: \_\_\_\_\_  
Last First Middle

Student ID: \_\_\_\_\_ and/or Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Daytime Telephone: (\_\_\_\_) \_\_\_\_\_

Other Names Used: \_\_\_\_\_  
Last First Middle

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### VERIFICATION PROCESSING SELECTION:

<input type="checkbox"/> Regular Processing (5-7 business days) \$3.00/copy	<input type="checkbox"/> Mail
<input type="checkbox"/> Emergency Processing (3 hours pickup or next day U.S.P.S. mail) \$3.00/copy plus emergency fee of \$5.00/copy	<input type="checkbox"/> Pick up at IVC (Must be picked up within 30 days)
_____ Number of copies (To same mailing address)	

For faxed or mailed-in requests paying by credit card (VISA, Master Card or Discover) please include the following information:

Account Number: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### VERIFICATION TYPE NEEDED:

\_\_\_\_\_ Enrollment Verification Letter Term to be verified: \_\_\_\_\_  
Term Year

\_\_\_\_\_ Grade Point Average  Cumulative GPA or  Term GPA \_\_\_\_\_  
Term Year

\_\_\_\_\_ Other: Examples: EDD, Training Verification, Cal Grant, loans, insurance, etc. Indicate term and year request is needed for and attach form to be completed, if necessary.

If your verification is to be mailed, you must include the address you wish it to be sent to:

Check One:

- Self Attention to: \_\_\_\_\_
- College/University Address: \_\_\_\_\_
- Business \_\_\_\_\_
- Other City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### For Use by Office of Admissions and Records Only

Received by: \_\_\_\_\_ Holds: \_\_\_\_\_ College of Record: \_\_\_\_\_ Payment verified by: \_\_\_\_\_

Processed by: \_\_\_\_\_ Posted by/date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_