



Registrar's Office

Willamette University
900 State Street
Waller Hall, 1st Floor
Salem, OR 97301
registrar@willamette.edu

VERIFICATION LETTER REQUEST

Verification Letters:

- are available in paper form and/or PDF
- may be mailed, emailed, or picked up at the Registrar's Office
- will be on university letterhead, bear the signature of the University Registrar, and the official seal of the university
- can take five to seven business days to process

Full Name : _____

Former last name (if any): _____ W.U. ID# (if current student): _____

Signature: _____ Date: _____

For which semester(s) do you need verification? FALL SPRING of (YEAR) _____

Other period of time (give details): _____

Include in the Letter:

- | | |
|--|---|
| <input type="checkbox"/> Dates Attended | <input type="checkbox"/> Academic Standing |
| <input type="checkbox"/> Graduation Date | <input type="checkbox"/> Full-Time Status |
| <input type="checkbox"/> Degree Awarded | <input type="checkbox"/> Class Schedule |
| <input type="checkbox"/> Major(s) | <input type="checkbox"/> Credit Hour Policy |
| <input type="checkbox"/> Minors(s) | |

Send verification to the following email or mailing address:

Notes or additional requirements for your verification letter:

(For verifications to insurance companies please provide full name, policy #, ID# of the insured policy holder.)

