



Student Services

PO Box 2889 • Palmer, AK 99645

907.745.9746

Received Stamp

Request for Manual Enrollment Verification

Students can print their own official verification by logging into UAOnline, selecting Student Services & Account Information and Enrollment Verifications. This is a free service to all students.

Manual enrollment verification requests:

1. **Are available for the current semester only.** If you need a manual enrollment verification for two or more semesters, please order a copy of your official transcript through UAOnline.
2. Cannot be processed until after the add/drop deadline.
3. Cannot be processed without your signature below.
4. Will be processed within 3-5 business days of receipt **or** after the add/drop deadline.

Complete this form and submit it to Mat-Su College, Student Services in the Fred and Sara Machetanz building, room 101A or mail the form to: Mat-Su College, Attn: Student Services, PO Box 2889, Palmer AK 99645. If you have an enrollment-related form that needs to be completed, please securely attach it to this form.

Name: _____

Student ID: _____ Email address: _____

Date of birth: _____ Phone number: _____

Student Signature: _____ Date: _____

(Please sign using an ink pen. Forms without a handwritten signature cannot be processed.)

I would like to:

____ Pick up my manual enrollment verification at Mat-Su College. *(Please note: The PFD Education Verification Form is submitted directly to the AK Department of Revenue. It is not available for pick up.)*

____ Have my enrollment verification and accompanying documents, if applicable, mailed to:

Name: _____ Attn: (optional) _____

Address: _____

City: _____ State: _____ Zip: _____