



1301 South 48<sup>th</sup> Street, Quincy IL 62305  
Submit request to: registrar@jwcc.edu; FAX: 217.641.4192 or mail to the address above  
**Request for Verification of Enrollment/Degree**

Send to: \_\_\_\_\_ Please print clearly!

Name: \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_  
Please provide verification of: (check one) \_\_\_\_\_ Enrollment Status \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Term GPA  
Last day of attendance (MMDDYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ or \_\_\_\_\_ Enrollment History (attach transcript)  
Degree or Certificate (circle one)  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**  
\_\_\_\_ This is to verify that the above named student is/was enrolled as a full-time/part-time (circle one) student for the \_\_\_\_\_ term.  
Term dates are: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (MMDDYY)  
\_\_\_\_ This is to verify that the cumulative GPA for the above named student is \_\_\_\_\_.  
\_\_\_\_ This is to verify that the \_\_\_\_\_ term GPA for the above named student is \_\_\_\_\_.  
\_\_\_\_ This is to verify that the above named student has received the following certificate/degree.  
Certificate: \_\_\_\_\_ Date Awarded: \_\_\_\_\_  
Certificate: \_\_\_\_\_ Date Awarded: \_\_\_\_\_ Official School Seal  
Degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_  
Degree: \_\_\_\_\_ Date Awarded: \_\_\_\_\_  
Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Melanie Lechtenberg, Dean of Records, Registrar and Financial Aid 217.641.4310 Revised 11/10/2022