



GOLDEN GATE UNIVERSITY

OFFICE OF THE REGISTRAR

ENROLLMENT, DEGREE & GPA VERIFICATION REQUEST

Instructions: This form may be completed by downloading the file to a computer and entering information. After completing the form, digitally sign the form in the signature line below, save it, and submit the completed form via your @my.ggu.edu email account. **This form is sent directly to the person, agency, school, or employer specified below by the student.** Submit form to the Office of the Registrar at records@ggu.edu. **Please allow 3-5 business days for processing.** For assistance call 415-442-7260.

Attn: Law School students – Do not use this form. Submit the “Student Status Letter Request” form instead. Contact the Law School Registrar at 415-442-6620 or lawreg@ggu.edu.

GGU ID Number

Last/Family Name

First/Given Name

Telephone Number

Email Address

Academic Level: ☐ Undergraduate ☐ Graduate ☐ Doctoral (Please check only one.)

I request that the Office of the Registrar: (Check all that apply.)

☐ verify all of my enrollment dates **OR**

☐ verify only my current enrollment

☐ verify the degree and/or certificate I earned

☐ provide an estimated/anticipated graduation date

☐ verify my cumulative grade-point average

☐ verify my academic standing

I authorize the records specified above to be released to: (Person/Institution.) _____

via email at: (Specify email address.) _____.

Student Signature

Date

STATUS CLASSIFICATIONS (Effective Fall 2023)	Less Than Half-Time	Half-Time	Three-Quarter Time	Full-Time	Maximum
Undergraduate	5 or fewer	6 – 8	9 – 11	12 or more	17
Graduate	2 or fewer	3	4 – 5	6 or more	14
Doctoral	2 or fewer	3	4 – 5	6 or more	8

CURRENT ENROLLMENT

Term	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Enrollment Status

ENROLLMENT HISTORY

Term	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Enrollment Status

DEGREE/CERTIFICATE AWARDED: _____ IN _____ DATE: _____

ACADEMIC PROGRAM: _____ ANTICIPATED GRADUATION DATE: _____

CUMULATIVE GPA: _____ (4.00 MAXIMUM)

ACADEMIC STANDING: ☐ Good ☐ Probation ☐ Disqualified

University Registrar's Signature

Form not valid without signature.