Central Texas College

Request for Enrollment Verification

Use this form for the following requests:

- Military Identification Card Letter of Verification
- Letter of Verification for insurance purposes
- General Letters of Verification

Please note: All student loan verifications are processed through Financial Aid
254-526-1559 (Office)
254-526-1480 (Fax)

To Submit your Request for Enrollment Verification:

- A valid photo ID must accompany each request.
- Please allow 48 hours for all requests.
- In certain circumstance, only *tentative* enrollment may be verified. Please contact the Records & Registration Department at (254) 526-1133 or visit Building 119, Room 102A for more information.

If Faxing
Fax to: 254-526-1961
Attn: Records & Registration

If Mailing
Mail to: Central Texas College
Attn: Records & Registration
PO Box 1800
Killeen, TX 76540-1800

If E-mailing
Email to: Enrollment.Verification@ctcd.edu

Initials: ☐
Copy of ID: ☐

Pick-Up: ☐
Fax: ☐
E-Mail: ☐
Mail: ☐

REQUEST FOR ENROLLMENT VERIFICATION

Name: _____ Home Phone: _____

Last 4 of SSN/Student ID#: _____ Cell/Work Phone: _____

Please select the following:

Semester(s): Fall 20_____ Spring 20_____ Summer 20_____ All Semesters 20_____

Purpose of verification: Military Identification

Other: _____

Additional information to be included in verification letter:

☐ Full/Part-Time Status ☐ Dates of Attendance ☐ Date of Expected Graduation

☐ Freshman/Sophomore Status ☐ GPA Other: _____

Address (if letter is to be mailed): _____

E-mail (if letter is to be e-mailed): _____

Fax (if letter is to be faxed): _____

Signature: _____ Date: _____/_____/_____

Reset Form