



# ENROLLMENT VERIFICATION

**\*\*\* IMPORTANT NOTICE TO SCHOOL OFFICIAL COMPLETING THIS FORM \*\*\***

In order for the student to participate, he or she must be enrolled in a degree program and must have completed freshman year by the start of the internship session for which he or she is applying. Please call (202) 467-0893 if you have any questions regarding this form.

This is to certify that \_\_\_\_\_ is currently a student  
(Print Name of Student)

enrolled at \_\_\_\_\_ . The student is  
(Name of College or University)

classified as an UNDERGRADUATE – OR - GRADUATE in their studies leading to a(n)

(Please Circle One)

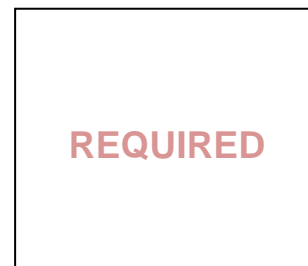
ASSOCIATES – BACHELORS – MASTERS - DOCTORATE degree in \_\_\_\_\_  
(Please Circle One) (Major)

The student's anticipated graduation date is \_\_\_\_\_.  
(MM/YYYY)

The student is enrolled for the current term from \_\_\_\_\_ to \_\_\_\_\_.  
(MM/YYYY) (MM/YYYY)

This petition was completed on behalf of the above student on \_\_\_\_\_.  
(Today's Date)

**\*\*\*Please note that we may contact you to verify this information\*\*\***



\_\_\_\_\_  
Name & Title of School Official Completing this Form (Please Print)

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Mailing Address

( ) \_\_\_\_\_  
Phone Number Ext.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City, State Zip

(School Seal)

Once completed, the student must scan and upload this form to his or her online application. Please *do not* mail this form to our office.

**THE CHAMPIONS OF HISPANIC SUCCESS IN HIGHER EDUCATION**

HACU National Internship Program ~ Phone: (202) 467-0893 ~ hnip@hacu.net ~ Web site: [www.hacu.net/hnip](http://www.hacu.net/hnip)

## Tips for Submitting a Valid Enrollment Verification

In order for an enrollment verification to be considered *valid*, it must supply the following three things:

- 1) **current class level and degree type:** your class level must be expressly indicated (i.e. it must say undergraduate or graduate, and indicate that you are pursuing an Associate, Bachelor, Masters, or Doctorate degree)
- 2) **anticipated graduation date:** we ask for this to ensure that you will still be enrolled during the internship session; if your school cannot provide an anticipated graduation date for any reason, we can also accept a form that shows that you will be *enrolled* for the upcoming semester (even if you are not taking classes) as long as it also shows your class level and proof of validation by your institution
- 3) **proof of validation by institution:**
  - a. If you submit a HACU-issued enrollment verification, it *must* supply your school's official seal/stamp; a raised seal can be made discernable in the scanned and uploaded form by going over it lightly with a pencil.
  - b. If you submit an enrollment verification issued by your university, it must either be printed on heat-sensitive security paper OR university letterhead.

NOTE: If you are unable to obtain an enrollment verification that meets the above three criteria, you may have an academic advisor write a brief letter on your behalf verifying your class level and anticipated graduation date (or dates of upcoming enrollment in lieu of a graduation date). If you do this, the letter must be drafted on university letterhead, and your advisor must include his or her business card. DO NOT attach a university bill or any enrollment information copied and pasted from a student account into a Word Document. HACU reserves the right to verify the validity of the document and to contact the school official on the letter. Submitting false information is grounds for dismissal.