



VERIFICATION REQUEST FORM

Office of Admissions, Records, and Enrollment Services
Saddleback College · 28000 Marguerite Parkway ·
Mission Viejo · CA 92692-3635 · (949) 582-4555

Verification Information and Policies

- Each student is entitled to receive two verifications/transcript requests at no cost. After the initial two verifications/transcripts have been requested, each additional request is \$3.00.
- **Ordering a Verification Online: (Enrollment Dates and Degree Verifications)**
Enrollment date and Degree Verifications may be ordered online through National Student ClearingHouse.
To place an order, go to www.saddleback.edu, choose “Admissions and Records” from the top left menu and then choose “Verifications” from the menu on the left side. Choose the “Online” option and then click on the “National Student ClearingHouse” logo. This is the quickest way to receive an enrollment date or degree verification; however, the online request system does not accommodate the two free verifications. There is an additional fee for this service.
- **Ordering a Verification by Mail or In Person: (Detailed Enrollments and GPA Verifications)**
The attached Verification Request Form may be submitted by mail or in-person. Processing time for these requests is 24 hours (Emergency) or 5 business days (Regular). Payment for requests by mail is by check only.
 - Regular Processing (5 business days) verifications are \$3.00/copy
 - Emergency Processing (1 business day) verifications are \$5.00 + \$3.00/copy
- Only coursework taken at Saddleback College will be verified. Verifications from other colleges, including Irvine Valley College, must be requested from the respective institutions.
- No verifications will be sent until all financial obligations have been met, including fines and fees.
- Verifications ordered for pickup at Saddleback College will be held for only 30 days. After that time, students are required to submit a new request with payment.
- Saddleback College is not responsible for lost or misdirected mail.
- In accordance with the Family Education Rights and Privacy Act of 1974, the college will not release records to a third party. Only students themselves may personally order or pick up a transcript.



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Office Use Only	
Fines/Holds: _____	
Previously ordered: _____	Rec'd by: _____

STUDENT INFORMATION

1. Student ID Number		2. Social Security Number (xxx-xx-xxxx)		3. Date of Birth (mm/dd/yyyy)	
4. Student's Name: Last		First		MI	
5. Other Names Used					
6. Mailing Address: Street		City		State	
				Zip Code	
				7. Telephone Number	
				()	

VERIFICATION PROCESSING INFORMATION

8. Number of Copies	9. Type of Processing	10. Transcript to be:
_____	<input type="checkbox"/> Regular processing - \$3.00/copy (Approx. 5 business days) <i>The first two requests for verifications/transcripts are free.</i> <input type="checkbox"/> Emergency processing - \$5.00+\$3.00/copy (Approx. 1 business day) <i>The first two requests for verifications/transcripts are free.</i>	<i>(Please check one)</i> <input type="checkbox"/> Picked Up <input type="checkbox"/> Mailed

11. Type of Verification	12. Mailing address for Verification (if different from above)
<i>I am completing my requirements during the following semester:</i> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____ <input type="checkbox"/> Enrollments <input type="checkbox"/> GPA	TO: Name _____ Institution/Co. _____ Address 1 _____ Address 2 _____ _____ City _____ State /Country _____ ZIP or Postal Code _____
13. Method of Payment	
<input type="checkbox"/> Credit Card (in-person requests only) <input type="checkbox"/> Check <input type="checkbox"/> Cash (in-person only)	

For Office Use Only	Amount Due:	14. Please complete the form, print, and sign your full name to authorize release of the transcript.
Rec'd by:	_____	
	Cashiered by:	_____
		Student's Signature
		Date