



## 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](http://www.saddleback.edu), choose "Admissions and Records" from the top left menu, choose which student type you are 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.
- **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's Name: Last, First, MI			2. Other Names Used		
3. Student ID Number	4. Date of Birth (mm/dd/yy)	5. Email Address		6. Phone Number	

## VERIFICATION PROCESSING INFORMATION

7. Number of Copies		8. Type of Processing		9. Verification to be:	
_____		<input type="checkbox"/> <b>Regular processing - \$3.00/copy (Approx. 5 business days)</b> <i>The first two requests for verifications/transcripts are free.</i>		<i>(Please check one)</i> <input type="checkbox"/> <b>Picked Up</b> <input type="checkbox"/> <b>Mailed</b>	
<input type="checkbox"/> <b>Emergency processing - \$5.00+\$3.00/copy (Approx. 1 business day)</b>					
10. Type of Verification			11. Mailing Address for Verification		
<b>Term(s) to be Verified:</b> <input type="checkbox"/> Fall Year _____ <input type="checkbox"/> Spring Year _____ <input type="checkbox"/> Summer Year _____ <b>Item(s) to be Verified:</b> <input type="checkbox"/> Enrollments <input type="checkbox"/> Semester GPA <input type="checkbox"/> Cumulative GPA			TO:  Attention _____  Institution/Co. _____  Address 1 _____  Address 2 _____  _____  City _____  State _____ Zip Code _____		
<b>Comments:</b>  _____  _____					
For Office Use Only  Rec'd by:  Date:		<b>Amount Due:</b>  _____		<b>12. Please complete the form, print, and sign your full name to authorize release of the verification.</b>	
				_____ <b>Student's Signature</b>	
				_____ <b>Date</b>	