

Request for Enrollment Verification

Follow these simple steps to print official enrollment verification for:

- Insurance Eligibility
- Loan Deferments
- Scholarships

Step By Step Instructions (to take with you)

Step 1 – MyClarion

- Log on to MyClarion using your User ID and Password
- Click on Student Center
- Click on the My Academics link
- Click on the Request Enrollment Verification link

Step 2 – National Student Clearinghouse Gateway

- Click on the National Student Clearinghouse link that is located under the Official Enrollment Verification Report heading.
- Select “current enrollment” or “all enrollments.”
- Select “Obtain an enrollment certificate.”
- Print the information you see on the screen by choosing the Print option on the Browser. This is all you’ll need.
- Logoff the National Student Clearinghouse website.
- Click in the “Click Here to Close your Clearinghouse Window.”
- Click “Sign Off” (upper right hand corner) to logoff MyClarion.
- Submit the enrollment verification to the agency requesting proof of your enrollment.

NOTE: Make sure you logoff of both the Clearinghouse and MyClarion when you are finished.

Questions? Please stop at the Registrar’s Office, located at 122 Carrier Hall.