The University of Oklahoma HEALTH SCIENCES CENTER

Enrollment and Degree Verification Request

Process

The University of Oklahoma Health Sciences Center
Office of Admissions and Records
Student Union
1106 N. Stonewall
SU104
Oklahoma City, OK 73117-1200

Telephone (405) 271-2683
FAX (405) 271-2682

Steps:

1. Submit your request to the address listed above.
2. The Office of Admissions and Records receives enrollment and degree verification requests in person with the student's signature and with proper identification, by fax with the student's signature, and by mail with the student's signature. Email requests are not accepted unless it is accompanied with the student's signature.
3. This form is available at the Student Union Office of Admissions and Records and on the official Office of Admissions and Records website under Forms when an external organization does not provide their own internal form.
4. It is important that the student signs the release of his/her enrollment and degree verification in order to obtain an official release of his/her academic records and submit it accurately and completely to the Office of Admissions and Records Student Union location for processing.
5. Questions regarding this form may be directed to (405) 271-2683.
6. Enrollment and degree verifications requests will be processed within five (5) business days of the receipt of the request.

Person or Company Requesting Information (please print)

Company Name	Contact Telephone Number
	( )
Name of Contact	**Title**
Last Name First Name	
Purpose of Request:	

Policy

FERPA Policy on Student's Access to their Educational Records:
Based on the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to view their education records wherever these records are maintained on campus. Once a student has submitted a request to inspect his or her record, an institution must comply within 45 days. When the student has an outstanding financial or other hold on the record, the student will maintain the right to review his or her education record. He/She does not have the right to obtain copies unless failure to do so would effectively deny the student the right to inspect and review the record. Also, that student does not have the right to request a transcript sent to a third party until the obligation is fulfilled.

Parental Access to Student Academic Records:
Parent of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student on their current income tax return.

Student Identification Information

Student's Name (please print)	Student ID Number	Enrollment History
Last Name First Name Middle		❑ Enrolled After 1984
Student's Name(s)	**Date of Birth**	These records will need to be researched and will take longer to process:
Former Last Name Date Last Used (Year)		❑ Enrolled Prior to 1960 ❑ Enrolled 1960 – 1984
Additional Instructions	**Social Security Number**	

Mailing

❑ Mail Enrollment and Degree Verification (provide exact name and address for mailing)	❑ Fax Enrollment and Degree Verification ( )

Authorizations and Signatures

Student Signature Date	Parents Signature (if obtaining records through FERPA) Date

Administrative Use Only

Processed By Date	Record Location	Comments