



Registrar's Office

Student Data Request Form

Submit the completed form (please print) and include documents, such as health insurance or loan deferment forms, which need to be completed by the Registrar's Office with this request. Requests are typically processed within three to five business days once received and are processed on a first-come-first-served basis. During peak times, such as registration or graduation, the process may be delayed.

Please be aware that enrollment verification requests for a current semester are processed after the official census date (14th class day for Fall and Spring/7th class day for Summer).

Name (Print):

Last

First

Middle

SUSLA Student ID#:	9000	Contact Phone Number:	()
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SUSLA Skymail Address: **@skymail.susla.edu**

Personal Email Address: _____

Enrollment Status:	<input type="checkbox"/> Currently Enrolled	<input type="checkbox"/> Graduated	<input type="checkbox"/> Did Not Graduate
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Current Major:		Anticipated Graduation Date/ Graduation Date:	
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Please indicate the type of data requested from the list below:

	*Enrollment Verification
	*Degree Verification
	*Letter of Good Standing
	*Letter of Non-Enrollment
	*Good Student Discount

	Standardized Test Scores (ACT/SAT)
	COMPASS Scores
	Proof of Immunization
	Residual ACT Scores
	Other (<i>specify</i>):

***PLEASE ISSUE THE VERIFICATION LETTER TO:**

Name (Organization): _____

Attention: _____ Email Address: _____

Address _____

Street Address

City

State

Zip

Phone Number: () _____ Fax Number: () _____

To ensure that no person can obtain your information without your permission, if you have designated someone (designee) to receive this information for you, please identify the person by name and ensure the designee is able to provide picture official identification upon receipt. _____

Student's Signature

Date

3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
www.susla.edu

Phone: (318) 670-9229
FAX: (318) 670-6344
registraroffice@susla.edu

Registrar's Office Use Only

Date Processed:

Processed by: