



West Kentucky Community & Technical College
WKCTC Records Office, PO Box 7380, Paducah, KY 42002
Fax: (270) 554-6203 (Driver's license copy required for faxed requests)

ENROLLMENT VERIFICATION REQUEST

DATE OF BIRTH: STUDENT ID:
NAME:
E-MAIL:

SELECT ITEM(S) NEEDED (CHECK ALL THAT APPLY):

- Letter of Academic Standing or Complete Transient Student Form
Letter of enrollment (full-time/half-time) status *Semester(s):
Complete Attached Loan Deferment Form
Complete Attached Good Student Discount Form for Insurance
Complete Unemployment Forms (Application for Training Approval)
Complete Certification of Education Form (ex: ED-NUR) - May require additional processing time due to required information.
Letter of non-attendance/enrollment *Semester(s):
Letter of no education records
Other, please specify items needed in letter:

SELECT DELIVERY METHOD:

- Pick Up *Verification can only be picked-up/requested by the Student.
Mail: Name, Address, City, State Zip
Fax: To, Fax #
E-Mail: *Option is ONLY available if sent to Student Lenders or other Colleges, we cannot email students/individuals. E-Mail Address:

PLEASE ALLOW 3 BUSINESS DAYS FOR PROCESSING

NOTE:

- Please ensure that all necessary forms are attached.
All information required by the student must be completed before submitting to the Record's Office.
Additional processing time may be required during the semester beginning/ending and during institutional closings.
A picture I.D. or letter of authorization will be needed before documentation is released.
Forms not picked up within 30 days of request will be discarded.

Student Signature

Date

FOR OFFICE USE ONLY - UPDATED 07/2015

Table with 3 columns: RECEIVED DATE/INITIALS, PROCESSING NOTES DATE/INITIALS, PICK UP DATE/INITIALS



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