



**TCC Online
Enrollment Verification Request**
Revised 5-7-20

Student Name: TCC ID Number:

List SSN if you don't know TCC ID: Date of Birth:

Phone Number: E-mail Address:

Semester and Year to be verified:

Please choose **ONE** option:

- I am requesting that the attached form be completed.
- I am requesting a letter of Admission to Tulsa Community College
- I am requesting a letter stating:

- I am requesting a Standard Verification Letter.
Letter includes: Enrollment Status (Full-time, Half-time, Less than Half-time); Beginning and Ending dates of the Semester, and hours currently enrolled.
Request Additional information be included below:

Delivery Instructions- Choose ONE option:

- Pick up in Person/Third Party Pickup:** *Do not submit by mail or e-mail.* Complete this form and take it to any campus Enrollment Services Office. If you request a third party to pickup your verification, list the name below. **This verification form, copy of student photo ID, and third party photo ID will be required.**

The following person is authorized to request and pickup my enrollment verification:

- Mail: List Complete Mailing Address

- E-mail:

You may submit this form by mail or e-mail along with a clear copy of your Driver's License or Student ID Card.

Records and Student Completion Services
909 S Boston
Tulsa, OK 74119
records@tulsacc.edu

Signature and Date