



Request for Certification Letter

The Salisbury University Registrar's office provides enrollment verification and/or academic certification information to students and interested third parties for employment, insurance, and other purposes. Verification/certification requests can be made, and information provided in-person, by mail, by FAX, and by e-mail. Verification/certification requests and forms requiring verification/certification related information must include the student's full name and student number /social security, and specific information to be verified/certified. Verification/certification information to be e-mailed, FAXed, or mailed must include complete recipient, address and/or telephone information.

Please note that third parties may only request the verification/certification of information which they provide. FERPA legislation requires that specific course, grade point average, or other student records related information be released only upon the signed consent of the student.

- In-person requests are made at the Registrars office, 120 Holloway Hall.
- Mail requests should be addressed to: Registrar, Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801-6860.
- FAX requests should be sent to: 410-677-5078.
- E-mail requests should be directed to: registrar@salisbury.edu.

Name _____ Student ID Number _____
Last First Middle

Home Address _____
City State Zip

Home Phone _____

Please state the information needed in the letter: _____

Indicate below which method of delivery is preferred and provide necessary details:

Mail to the following person at the address below:

FAX to the following person at the number below:

I will pick up in person.

Signature _____ Date _____