



Office of International Graduate Student Services  
 Graduate Life Center at Donaldson Brown (0325)  
 Blacksburg, Virginia 24061  
 540/231-8486 Fax: 540/231-3714  
<http://graduateschool.vt.edu/>

**REQUEST FOR CERTIFICATION OF ENROLLMENT**

In accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), all information regarding a student’s academic record is considered private between the student and the university and requires a written release for discussion of this information with a third party.

**NOTE: Enrollment Certification for U.S. entities (universities, U.S. Consulates, and other organizations) MUST be obtained from the University Registrar’s Office. If you need an embossed stamp on the letter, then you need the Registrar’s certification.**

Name \_\_\_\_\_  
 ( Print) Last Name First

VT ID# \_\_\_\_\_

Major or Department \_\_\_\_\_

Estimated graduation Date \_\_\_\_\_

**Number of copies needed (maximum of 3)**

Certification of enrollment with educational and living expenses \_\_\_\_\_

Please indicate in the spaces below to whom the letter needs to be addressed.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I authorize the Graduate School at Virginia Tech to provide the requested information in an Enrollment Certification Letter. The type of information that may be provided may concern my status as a student, financial information, and my immigration status.

I understand that, if I want someone else to pick up this form on my behalf, they must provide permission from me, in writing, along with a form of picture identification.\*\*

I understand that I am giving permission for release of this information to whomever I give this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address \_\_\_\_\_

\*\*My signature authorizes \_\_\_\_\_ to pick up this form for me.

Please print name here