

Enrollment Verification Request Form

AUIS Policy

AUIS provides official, signed and stamped enrollment verifications to students at their request. These letters demonstrate to third party organizations that you are/were officially enrolled at AUIS and other official details.

1. Students may request up to **10** total enrollment verifications per academic year for any reason
2. If the requests exceed 10, then additional documentation should be provided to justify request (i.e. information about why the letter is needed and to whom it will addressed)
3. According to KRG Ministry of Higher Education instruction, enrollment verifications cannot be addressed to "To Whom It May Concern." **Your letter must specify a recipient.**

Procedure – To request enrollment verification, please fill out the below questions completely and then allow a minimum of 2 days to complete, print and sign/stamp.

Student Information

Full Name

ID

If you are currently an APP student, please choose your current level:

If you are an **Academic** student, please write your Major and current Semester

If you are an **MBA** student, please write your cohort.....

Phone No.

You will receive a text message, once your enrollment verification is ready.

Contents of the letter

Letter should be addressed to:

Language of the letter: English Kurdish Arabic

Information to be included:

Enrollment only – (1) Name, (2) Enrollment status, (3) Program, (4) Degree progress, (5) Expected graduation (optional, circle to include)

Enrollment and academic – (1) Name, (2) Enrollment status, (3) Program, (4) Degree progress, (5) GPA (optional, circle to include), (6) Minor (optional, circle to include), (7) Academic honors (optional, circle to include)

Other _____

Graduation or program completion – (1) Name, (2) Enrollment status, (3) Date of conferral of EWPLI/APP certificate or Bachelor's or Master's degree

Student Signature Registration and Records Office.....