

The Enrollment Verification Form is on page 2 below, (if you would like the Enrollment Center to prepare your enrollment verification). **For self-service, read this page.**

Augsburg College students may obtain an enrollment verification statement directly from the National Student Clearinghouse website. The National Student Clearinghouse is the organization to which Augsburg College (along with 95% of the other colleges and universities in the US) supplies enrollment data on all students each term which then acts as a central clearing house for student loan verifications to lending institutions. To learn more about this new feature, I encourage you to go to the Registrar web page and click on (Enrollment/Degree Verification) button under Student Services. There is more detailed information on how the system works and when the information is available. Using this process should make obtaining the enrollment verification you need much easier and quicker than requesting the Enrollment Center to provide one, however, you still have that option if you desire it.

To Obtain Your Own Verification of Enrollment:

1. Click on the Registrar web page at: <http://www.augsburg.edu/enroll/registrar/index.html>.
2. Click on (Enrollment/Degree Verification) under the second column, Student Services. Read applicable information on this service.
3. Then, in the first paragraph under Students, there is a link to AugNet Records and Registration. You will need to start the process there.
4. Once you sign into AugNet Records and Registration, there is a new button near the bottom on the left side of the screen under the heading Student Accounts called (Enrollment Verify), click on this button.
5. A new sign-in screen will appear, sign into this screen with your user name and password, the same as if you were signing into your webmail account. This will provide access to the National Student Clearinghouse secure web site. NOTE: other information is available on this page pertaining to you and your student loans you may be interested in reviewing periodically.
6. Click on (Obtain an enrollment certificate) and after a short wait, an enrollment certificate indicating your enrollment status at Augsburg College will appear. You will need Adobe Acrobat Reader to view this certificate. Once it appears, just print it off and forward to the agency requesting the information. It is recommended you write an insurance company policy number in the box provided in the upper right hand corner.
7. After your document prints, remember to logoff the National Student Clearinghouse website, logoff out of Records and Registration, and finally logoff AugNet.

