

**ENROLLMENT VERIFICATION LETTER - (WE DO NOT FAX)** If you have a form to be completed, we suggest the following: Complete your portion on the form, have the letter sent to you and attach the letter to the form before mailing to insurance company/loan institution, etc.

GO TO: My YSU Portal, Student Records, Request Enrollment Verification

FOLLOW PROMPTS UNTIL YOU REACH THE POINT OF ENTERING AN ADDRESS. **PLEASE SKIP DOWN TO:**

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Nation: **LEAVE THIS BLANK** IF MAILING IN THE UNITED STATES

**Issued To:** Place your name and address here. The letter will be mailed to your address. Do NOT let address exceed 4 lines.

REMEMBER TO **REVIEW** ADDRESS YOU ENTERED AND CLICK **“SUBMIT REQUEST”** BUTTON AT THE VERY END.

**Only four (4) lines can be used for address.**

EXAMPLE: → Your Name  
Street Line One (1)  
Street Line Two (2)  
City, State, Zip