



# Enrollment Certification

Name (Please Print): \_\_\_\_\_

College ID (or Social Security #): \_\_\_\_\_

Please check the semester and specify year (check only one per request):

\_\_\_ FALL Year: \_\_\_      \_\_\_ Winter Mini Year: \_\_\_  
\_\_\_ SPRING Year: \_\_\_      \_\_\_ Summer Mini Year: \_\_\_

Choose delivery method and provide information accordingly—please allow five to seven business days for processing:

MAIL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Student's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: Please note the following:**

The Enrollment Certification letter will not be released without the student's signature or if there are any financial obligations or departmental holds. If your enrollment status changes from full-time to part-time, part-time to less than part-time, or you deregister, an updated certification letter will be resent as requested above.

This form is available in the Registrar's Office or from the website. Mail, fax or scan and email to:  
Herkimer College, Registrar's Office, 100 Reservoir Rd, Herkimer NY 13350 / Fax # 315-866-1657 / registrar@herkimer.edu