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

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