

## Office of the University Registrar

2500 North River Road | Manchester, NH 03106-1045  
Phone: 603.668.2211 | Fax: 603.629.4647 | Email: registrar@snhu.edu

### Enrollment Verification

Current mySNHU users have Immediate Access

Enrollment verification requests are processed via your mySNHU account. Requestors who have an active mySNHU (my.snhu.edu) account must log on to access the Request/Review Enrollment Verification link. The link is located on the left-hand side of the page under the Self-Service tab for Academics.

Students will have immediate access to:

- An Enrollment Certificate
- Good Student Discount Certificate
- Enrollment Information on file
- Student Loan Deferment Notifications
- Proof(s) of Enrollment

Click on the icon below to be redirected to your mySNHU page: (my.snhu.edu)



Requestors without an active mySNHU account will submit the form for processing:

**Name:** \_\_\_\_\_

**SS or ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Sent to Person or Company: \_\_\_\_\_

Address (or fax): \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Verification: \_\_\_\_\_

Pick up by student                       Mail to student                       Mail to company

Letters requiring the Registrar's signature and/or seal cannot be sent via fax, and will only be issued directly to the student in a separate sealed envelope. Opening this envelope invalidates the verification.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_