

**NATIONAL-LOUIS UNIVERSITY-OAR
VERIFICATION FORM**

NLU ID #: _____

NAME: _____ DATE: _____

FORM LETTER TO VERIFY: (NO CHARGE)

- PAST ENROLLMENT
- REGISTRATION (PRIOR TO END OF ADD/DROP PERIOD)
- CURRENT ENROLLMENT (AFTER END OF ADD/DROP PERIOD)

******Deferments-lenders are notified electronically******

**Print an Official Enrollment Verification Certificate
in your NLU Portal Account!**

After logging in to <http://my.nl.edu> go to MY Services
* NLU Self-Service * Student * Student Records * Official
Enrollment Verification and Select Obtain an Enrollment
Certificate.

This certificate can be sent to health insurers, housing
providers, and other organizations requiring proof of
current enrollment. Certificate available after Add/Drop
Period of each term.

SPECIAL LETTER TO BE VERIFIED \$15.00 CHARGE

- DEGREE CONFERRED & DATE AWARDED
- EXPECTED GRADUATION DATE
- PROGRAM OF STUDY
- DATE STARTED AT NATIONAL-LOUIS UNIVERSITY
- CREDIT HOURS EARNED
- G.P.A. (IF CALCULATION REQUIRED)
- OTHER _____

EXPLAIN SPECIAL INSTRUCTIONS IF NEEDED:

LETTER SENT TO:

NAME (PERSON/COMPANY) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

REQUESTS WILL BE PROCESSED IN 4-5 BUSINESS DAYS. PLEASE ALLOW ADDITIONAL TIME IF SENDING VIA MAIL.

Via the Student Self-Service site, you can:

- Print an **official enrollment verification** certificate to send to health insurers, housing providers or other organizations requiring proof of your enrollment
- **Check the status of deferment forms and electronic notifications sent to your lenders**
- Obtain a list of your student loan lenders and link to real-time loan information
- View your enrollment history
- View enrollment verifications provided to student service providers at your request
- Order an official transcript or view the status of your previous online transcript requests

STUDENT SIGNATURE: _____

SUBMIT FORM TO THE ATTENTION OF O.A.R. – VERIFICATIONS COORDINATOR
NATIONAL-LOUIS UNIVERSITY, 1000 CAPITOL DRIVE, WHEELING, IL 60090 OR FAX 847-465-4746

CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize National-Louis University to charge my Visa/MasterCard/American Express/Discover Card charge account with the amount shown below, which represents tuition and/or fees due to the university.

Circle: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Cardholder's name (print): _____

Charge number: _____

Amount: \$ _____ Exp. Date: _____

Type of Fee (circle): TRANSCRIPT COURSE DESCRIPTION

Cardholder's signature: _____

Student name (print): _____

NLU ID or SSN: _____ Today's date: _____

Phone number: _____

Credit Card Billing Address: _____
