



REQUEST FOR CERTIFICATION OF ENROLLMENT

Registrar

Financial Aid

Letter of Non-Attendance

Print clearly and complete all information below, or your request cannot be processed.

STUDENT INFORMATION

Student Name: _____

Student ID Number: _____ Phone Number: _____

Anticipated Date of Graduation: _____ # of Requests Needed: _____

Include advanced registration for next term(s), if available: YES NO

NOTE: Advanced registration is not considered enrollment until after the start of the advanced registration term(s)

RECIPIENT INFORMATION

Will Pick-up (no address needed) Mail to the address below Fax to the number below

Company: _____

Attn: _____

Street/PO Box: _____

City/State/Zip: _____

Fax #: _____ Phone #: _____

Policy #: _____ Policy Holder: _____

****Additional forms must be attached by the requesting party. UWG is not responsible for other forms.***

Student Signature: _____ Date: _____

Allow 3-5 business days for processing.

Please complete, sign, and return form to:
Enrollment Services Center, University of West Georgia, 1601 Maple Street, Carrollton, GA 30118
OR
Fax to: (678) 839-6439
Email to: enroll@westga.edu