

**Verification of Student Status at Other Institution**



*Knowledge to Go Places*

Human Resource Services  
Ft. Collins, CO 80523  
Phone: (303) 491-5793  
Fax: (303) 491-2337

DATE: \_\_\_\_\_

TO: Registrar, \_\_\_\_\_  
(Name of Institution)

FROM: Records Section, Human Resource Services Department

RE: Verification of Student Status for Soc. Sec. Number \_\_\_\_\_

\_\_\_\_\_ Name of student/employee

\_\_\_\_\_ Home Dept. Name, Number

In compliance with the Rules of the State Classified Personnel System and specific State Statutes, our office requires verification that the CSU employee listed above is a student at your institution.

Any questions regarding this procedure should be directed to the Records Section of the Human Resource Services Department, Room 123, Student Services Building, Fort Collins, CO 80523, Phone 491-0951.

Your cooperation is sincerely appreciated.

\* \* \*

I certify that the above-named student is enrolled at

Name of Institution \_\_\_\_\_

for the \_\_\_\_\_ term, on a regular and continuing basis (at least half-time), in an established program of courses leading to a degree or certification.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

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

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