VERIFICATION OF EDUCATIONAL INFORMATION REQUEST

Howard Community College
Records, Registration & Veterans' Affairs Office – RCF 233
10901 Little Patuxent Parkway
Columbia, MD 21044

PLEASE FILL OUT COMPLETELY AND STAPLE ANY PAPERWORK TO THIS SHEET.

Last Name

First Name

Phone Number

Student Id

Address: Street _____

City/State/Zip _____

A. Are you currently attending HCC? Yes or No (circle one)

B. If no, when did you last attend HCC? _____ Birthdate: _____

Please check the information you would like verified:

l. _____ Verification of current Full-Time Enrollment
2. _____ Verification of current Part-Time Enrollment
3. _____ Verification of your Dates of Attendance
4. _____ In-School Deferment Request
5. _____ Good Student Discount
6. _____ Letter of Good Standing
7. _____ Other (Please Specify) _____

_____

_____

Due to the volume of requests, it normally takes **2-3 business days** to process requests for verifications. Requests are processed on a first-come first-served basis.

_____ I would like to pick up this information (must show photo I.D.)

_____ Please mail this information to: _____

_____

_____

_____

Student Signature: _____ **Date:**_____

→ STAFF INITIALS: _____

Place into yellow folder on front counter.

White copy: Registration Yellow: Student