

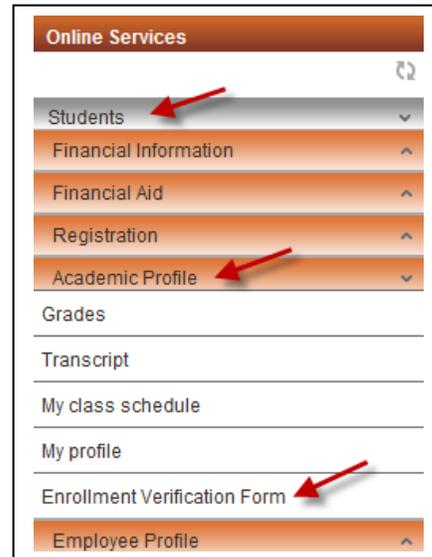
# Enrollment Verification Form: National Student Clearinghouse

## Online Services

This tutorial will walk you through the Student Self-Service – Enrollment Verification. It will allow you to print enrollment verification certificate, view your enrollment history and enrollment verifications provided at your request, check loan deferments sent to your lenders, and link to real-time information on your student loans.

### To begin:

1. Click on "Online Services."
2. Click on "Academic Profile."
3. Choose "Enrollment Verification Form."



The form below opens.

4. Click on "National Student Clearinghouse Self-Service."

Please read all the notes on the page before proceeding.

**National Student Clearinghouse Self-Service** ✕

Governors State University has authorized the National Student Clearinghouse to provide Enrollment verifications free of charge to students. Using the Student Self-Service, will allow you to print enrollment verification certification, view your enrollment history and enrollment verifications provided at your request, check loan deferments sent to your lenders, and link to real-time information on your student loans. You can access this service by clicking on the link below.

Last Name:

Student Id:

[National Student Clearinghouse Self-Service](#)

Note the National Student Clearinghouse is unable to accommodate requests such as:

- Auto Insurance/Good Student Discount
- Students that do not have a Social Security Number on file with the college
- Students no longer enrolled at Governors State University

For these types of requests, please complete an Enrollment Verification Form located on the Registrar's Office website under 'forms online' and submit the completed form to the Registrar's Office.

To request a certificate of current enrollment, select the 'Current Enrollment' button.

To request a certificate of your entire enrollment history, select 'All enrollment'.

Then click on 'Obtain an enrollment certificate' link. A new window will open with your selected enrollment certificate enclosed. You can print your certificate and send it to the company requesting verification of your enrollment.

Be sure to close the certificate window when done and LOG OFF of the clearinghouse link.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with GOVERNORS STATE UNIVERSITY.

**IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.**

Please select from the following options:

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment
  - All enrollment
- View the enrollment information on file with the Clearinghouse.
- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- View specific information about my student loans. [LoanLocator](#)
- Order or track a transcript

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



## To obtain an enrollment verification certificate:

Click on "Obtain an enrollment certificate." You can print a certificate for the "Current enrollment" or "All enrollment."

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment
  - All enrollment

See a sample certificate on next page.

**National Student Clearinghouse** ©  
2300 Dulles Station Blvd., Suite 300, Herndon, Virginia 20171  
PH (703) 742-4200 FX (703) 742-4239  
www.studentclearinghouse.org  
© 2012 National Student Clearinghouse. All rights reserved

IMPORTANT: If you are forwarding this certificate to a 3<sup>rd</sup> party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

## Current Enrollment Verification Certificate

Transaction ID#: [REDACTED]

Date/Time Notified: 10/04/2012 09:48 EST

The National Student Clearinghouse as Authorized Certifying Agent for

### GOVERNORS STATE UNIVERSITY

verifies the enrollment below for

[REDACTED]

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
08/20/2012	12/02/2012	Half Time END OF RECORD	08/20/2012	09/27/2012

Governors State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The University is also a member of the Illinois Council of Baccalaureate and Higher Degree Programs. Each program is accredited by a professional accrediting agency in each case where there is a national accrediting body.

This information verified has been obtained directly and exclusively from the individual's educational institution. The Clearinghouse specifically disclaims any responsibility or liability for errors or omissions in information supplied to the Clearinghouse by an educational institution, including direct, indirect, incidental, special, or consequential damages based in contract, tort, or any other cause of action, resulting from the use of information supplied by the educational institution and verified.

Page 1 of 1

### Important:

If you are forwarding this certificate to a 3<sup>rd</sup> party, we advise that you print your policy, account or other identifying information on each page.

To check loan deferments sent to your lenders:

Click on "student loan deferment notification."

- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).

To obtain real-time information on your student loans:

Click on "view" specific information about my student loans.

- [View](#) specific information about my student loans. [LoanLocator](#)

Updated 07.25.13