



# Third Party Enrollment or Degree Verification Request

1. Please follow the steps below. **Mailed requests typically require up to two (2) weeks processing time.**
2. Print and complete the Request Form. You must provide written proof of student's consent for release of information. Verification cannot be processed without consent from the student.
3. **Mail** form, consent document, and **payment** to:

The Arts Institutes International, LLC  
 ATTN: Academic Operations Department  
 PO Box 744  
 Carnegie, PA 15106

Please print legibly.

Student Name (at time of attendance) \_\_\_\_\_

CAMPUS ATTENDED: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Last 4 of Social Security #: \_\_\_\_\_

CURRENT Mailing Address: \_\_\_\_\_

.....  
**The Registrar does not complete and certify third-party forms.** A letter will be provided that will verify the following information only. Please complete the following for verification.

Dates of Attendance: \_\_\_\_\_

Graduation Date (if applicable): \_\_\_\_\_

Degree Earned (if applicable): \_\_\_\_\_

Major/Program: \_\_\_\_\_

## Verification Fee = \$10

Payment: Check or Money Order ONLY - Please make payable to The Arts Institutes International, LLC

**Mail Verification Letter to:** (This can be an email address. Note that we will not accept incoming email requests)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Internal Use Only- This area completed by the Accounting and Academic Operations Departments:</b>	
Date Received: _____	Acctg Approved: Y____ N____ Date Sent (if applicable): _____
Processor Initials: _____	