

Human Resource Services

Verification of Student Status at Other Institution

Human Resource Services
555 S Howes Street, Suite 213
Campus Delivery 6004

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

TO: Registrar, Institution \_\_\_\_\_

FROM: Human Resource Services – Records

RE: SSN: \_\_\_\_\_

Name: \_\_\_\_\_

Department Number & Name: \_\_\_\_\_

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, 555 S Howes Street Suite 213, Fort Collins, CO 80523, Phone (970) 491-7207.

Your cooperation is appreciated.

\* \* \*

I certify that the above-named student is enrolled at

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: \_\_\_\_\_