

Verification of Student Status at Other Institution

HUMAN RESOURCES

Date: _____

To: Registrar at _____ [Institution]

From: Human Resources Records, Colorado State University

RE: Student Name: _____

Department Number and 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 Resources 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 (signature): _____ Date: _____
(electronic signatures accepted)

Printed Name: _____

Title: _____

Institution: _____

Address: _____

Phone: _____

February 2020



555 S. Howes Street, 2nd Floor | Campus Delivery 6004
Fort Collins, CO 80523-6004
www.hrs.colostate.edu | (970) 491-MyHR (6947)