



This form is for current students.

1. Requests are processed in the order in which they are received. The Registrar's Office requires an average of five business days to process a request. This does not account for mailing and delivery time. During peak times, at the beginning and end of each semester, please allow additional time for processing your request.
2. Enrollment Verifications will not be sent if your account has a financial hold. The Business Office must release the hold in order for your request to be processed.
3. Students who need to attach additional paperwork/forms to an Enrollment Verification should request that the verification letter be sent to themselves. **DO NOT OPEN THE ENROLLMENT VERIFICATION** when it arrives. The verification letter should remain sealed. Once it is opened it is no longer considered official.

Please mail, email, or fax completed form to:

MAIL:
 Rowan College at Burlington County
 Office of the Registrar/Transcripts
 900 College Circle
 Mt. Laurel, NJ 08054-9416

EMAIL:
 registration@rcbc.edu

FAX:
 (609) 726-0401

NAME: _____ **STUDENT ID:/LAST 4 SSN:** _____

CURRENT ADDRESS: _____

TELEPHONE NUMBER: _____ **EMAIL:** _____

***Signature:** _____

** In accordance with federal privacy laws, your signature or verified electronic signature is required for release of your academic records.*

Please print the name of the person or office where you would like your enrollment verification sent. Please provide a complete mailing address. **Requests with incomplete mailing addresses will not be processed.**

NAME: _____

ADDRESS: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____