

## Verification Request Electronic and Printable Form

Requests are processed within 1 to 3 business days.

Submit completed form by email to [Records@whatcom.edu](mailto:Records@whatcom.edu) or in person at Orca Central.

### Personal Information

Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

### Request Type

- I am requesting a verification Letter and/or,
- I am requesting a WCC staff to fill out a third-party request form (Go to second page for more information)

### Verification Letter

I need the following verified for the current term:

- Full-time (enrolled in 12 units or higher)
- Part-time (enrolled in less than 12 units)
- Three-quarter time (enrolled in 9-11 units)
- Half-time (enrolled in at least 6 units – for Financial Aid and Student Load purposes)

For a different term, please list which term(s): \_\_\_\_\_

I need the following verified:

- Acceptance to Whatcom Community College
- Non-Enrollment
- Degree or Certificate (in-progress or awarded)
- Other, please explain:

\_\_\_\_\_  
\_\_\_\_\_

***Continue to the next page***

**Third-Party Requests (for physical documents)**

**Student:** Only check this box if you are providing a physical form to be filled out by a college staff. Examples include but are not limited to Car Insurance (Good Student Discount), In-School Deferment Requests, College Reports. Submit the physical document along with this signed request form. If you have an electronic form, you can email the form to us at [Records@whatcom.edu](mailto:Records@whatcom.edu) instead. Be sure your portion of the form has been completed. If not, the form will be returned to you for the required information and will delay processing.

**Delivery Method**

- Pick-up at Orca Central (You will receive an email once it is ready for pick-up)
- Electronic (Scanned copy or a digital letter will be emailed to you)
- By mail (Provide a mailing address below)

**List any additional information or instructions below:**

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Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Non-discrimination statement: Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: [hr@whatcom.edu](mailto:hr@whatcom.edu), 237 W. Kellogg Road, Bellingham, WA 98226. For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: [titleIX@whatcom.edu](mailto:titleIX@whatcom.edu), 237 W. Kellogg Road, Bellingham, WA 98226. WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139; or Video Phone at 360.255.7182