Use this form to request a letter verifying your enrollment at Berea College. Enrollment verifications may be used for insurance purposes, scholarships, good standing, etc. Please print legibly and return this form to the Student Service Center, First Floor Lincoln Hall, CPO Box 2168, Berea, KY 40404. If you have any questions, please call (859) 985-3094.

Student ID Number

Full Name

CPO: 

Purpose of Request (Please check all appropriate boxes)

☐ Full Time or Insurance
  ☐ With GPA
  ☐ Without GPA
☐ Good Standing
☐ GPA-Grad Date-Good Standing

Mail to: _____________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

2nd Request

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Or Fax to: Attn: ______________________________________________________

Fax #: ____________________________________________________________

____________________________________________________________________

Signature                  Date

Revised 10/10