

Enrollment Certification Request

Note: The following instructions are for students requesting an Enrollment Certificate. The National Student Clearinghouse is UWF's official agent of enrollment certificate. Currently enrolled students may access their certificate of enrollment online, through their Argus account. For additional information regarding the enrollment certification and the National Student Clearinghouse, please visit the Office of the Registrar's website at <http://uwf.edu/registrar/cert.cfm>.

- Log into **Argus** (currently enrolled students: <https://argus.uwf.edu>)



- Select the **My Info** tab.
- Under **Personal Student Records Access**, select **Enrollment Certification Request** link



- Click on the **National Student Clearinghouse** icon to request online.

Ordering UWF Enrollment Verifications
 You can request an official certification of enrollment:

- Over the Internet - through [National Student Clearinghouse](#)
- [By Mail or in Person](#)
- [For Student Loan Deferments](#)

Enrollment verification provides proof of enrollment for a student's financial lender, insurance company or sponsor. The official provider of enrollment certifications for the University of West Florida is the National Student Clearinghouse. Certifications can be used for insurance companies, scholarships, good student discounts, prospective employment, and all other services that require proof of being enrolled at UWF. Each certification that the National Student Clearinghouse supplies is an official University document. Requests through the National Student Clearinghouse are processed immediately and normally the requestor will receive a confirmed enrollment certification via e-mail within minutes.

For enrollment verification to lenders, submits a report of students' enrollment status to the Clearinghouse each week during the semester which, in turn, supplies verification of enrollment to lending agencies. All deferment loan forms are forwarded to the Clearinghouse. The University of West Florida does not supply this information directly to lending agencies. If a student has registered late or has had an exception processed to the term registration, this information may not be reported until the submission of the next file.

It should be noted that all written requests for enrollment certification that are received by the Office of the Registrar will take five to ten business days to process. We strongly encourage taking advantage of the speed and convenience of the National Student Clearinghouse services. There is no charge for certifications ordered by and sent to students via ARGUS. Parents or authorized third parties may request an enrollment verification and have a confirmation sent for a fee of \$4.00 per certification.

The following is the criteria for classification of enrollment by level of program and semester hours of registration.

	Undergraduate Hours		Graduate Hours	
	Fall or Spring	Summer	Fall or Spring	Summer
less than half-time	0-5.9	0-5.9	0-5.9	0-5.9
half-time	6-11.9	6-8.9	6-8.9	N/A
full-time	12 or more	9 or more	9 or more	6 or more

- Click on **obtain an enrollment certificate** to print the certificate in pdf version.

Note: Students also have the option to print a **Good Student Discount Certificate** and track the **Loan agency notification**.

National Student Clearinghouse
Student Self-Service Site

Home

Welcome. This service is offered by the National Student Clearinghouse in cooperation with UNIVERSITY OF WEST FLORIDA.
IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.

Please select from the following options:

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
- Current enrollment All enrollment
- [Obtain a Good Student Discount Certificate](#) to print and mail to an auto insurer or other company that requests proof of my status as a Good Student
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order or track a transcript](#)
- [View specific information about my student loans.](#) **LoanLocator**

- An example of the Enrollment Certificate is shown below. This letter is an official university document.

Note: The University of West Florida does not supply student enrollment information directly to lending agencies. The [National Student Clearinghouse](#) is the university's official provider of [enrollment certification](#), degree verification, loan deferment notification, and good student discount certification.

National Student Clearinghouse ©
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www.studentclearinghouse.org
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IMPORTANT: If you are forwarding this certificate to a 3rd party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name _____

Policy/Account/Group or Other ID # _____

Current Enrollment Verification Certificate

Transaction ID#: 017707830

Date/Time Notified: 03/09/2010 16:10 EST ← Transaction date

The National Student Clearinghouse as Authorized Certifying Agent for

UNIVERSITY OF WEST FLORIDA ← Institution Name

verifies the enrollment below for

The student's current anticipated graduation date is 12/17/2010. ← Anticipated graduation date

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
08/24/2009	12/11/2009	Half Time - END OF RECORD -	08/24/2009	12/07/2009

Enrollment Period per Term

Enrollment Status

The University of West Florida is accredited by the Commission of the Southern Association of Colleges and Schools. In addition, specific colleges and programs have specialized accreditation. See the UWF Catalog at www.uwf.edu for information. Enrollment data is updated weekly. Information is subject to change due to the students right to adjust his/her schedule according to the University's add/drop/withdraw policies.

This information verified has been obtained directly and exclusively from the individual's educational institution. The Clearinghouse specifically disclaims any responsibility or liability for errors or omissions in information supplied to the Clearinghouse by an educational institution, including direct, indirect, incidental, special, or consequential damages based in contract, tort, or any other cause of action, resulting from the use of information supplied by the educational institution and verified.

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For information regarding other services provided by National Student Clearinghouse, please visit the following website:

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| Loan Deferments | http://uwf.edu/registrar/cdef.cfm |
| Degree Verification | http://uwf.edu/registrar/verify.cfm |
| Good Student Discount Certificate | http://uwf.edu/registrar/goodstud.cfm |