



SFSU Enrollment and Degree Verification Request

Name:
Phone #:

SFSU ID #:
Email:

Address 1:
Address 2:

City:

State:

Zip Code:

Type of Letter:
(i.e. verification of enrollment, degree verification, etc.)

Requester Signature:

Date:

Please state nature of request and any special details if applicable:

Please select one of the following: Pick Up Letter Mail Letter

Mailing address if different than above:

Recipient Name:
Address 1:
Address 2:

City:

State:

Zip Code:

Documents notarized by the Registrar are issued at a cost of \$10.00 per letter. Please make checks payable to San Francisco State University and attach to this request.

If you are requesting to have a transcript notarized, include an additional \$8.00 for an official transcript.

If you are requesting to have your degree notarized, please include the original or copy of your degree with your request.

For Apostille services visit the California Secretary of State's site at <http://www.sos.ca.gov/notary/authentication/>.