

## SFSU Enrollment and Degree Verification Request

Date: \_\_\_\_\_

Name: \_\_\_\_\_

SFSU ID: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Documents notarized by the Registrar are issued at a cost of \$15.00 per letter. Please make checks payable to San Francisco State University and attach to this request.**

**\*If you will be requesting an [Apostille or Certification with the California Secretary of State](#), please include an additional \$8.00 for an official transcript and include a copy of your diploma.**

**NOTE: The California Secretary of State office provides the Apostille or Certification. Please DO NOT send money to the Registrar's Office for this service; follow the instructions found at the above link.**

**\*Please allow up to seven business days for processing.**