

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:

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____

***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 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.**