

Enrollment Verification Requests

Last Updated 2-22-24

Methods of Submitting Form

- Email (must be sent from valid ecok.edu email)
- FAX (580-559-5432)
- Postal mail: ECU Records Office, 1100 E 14th PMB J-8, Ada OK 74820-6999
- Submit the form in person to ECU Records Office (Suite 111 C. Spencer Administration Building)

Identifying Information **Please enter the name on file with ECU.*

First Name:

Last Name:

ECU ID:

Date of Birth:

Last Term at ECU:

Details of Your Request

Please select the option that best describes your reason for the request:

For which academic terms would you like your enrolled hours and enrollment status to be provided. You are limited to four academic terms (e.g., Fall 2022).

Would you like your anticipated graduation term to be included?

**Anticipated graduation term will be based on number of earned hours.*

Would you like your most recent academic standing to be include?

How would you like your request delivered?

- If you selected email of USPS mail, please enter the appropriate information below.

Email to:

USPS Mailed to (only standard USPS shipping available):

Person/Institution/School/Organization to Address to

Street/Box

City

State

Zip

Requestor's Signature

A handwritten signature is only required if form is submitted in person to the Records Office.

Signature: _____ Date: _____

Records Office Use Only

Submitted by Email

Submitted by Fax

Submitted in Person

Initials of Processor