



VERIFICATION OF ENROLLMENT FORM

Los Angeles Trade Technical College
Office of Admissions & Records
400 West Washington Blvd.
Los Angeles, CA 90011
Revised 5/2019

Student ID Number		Date of Birth (mm/dd/yyyy)		Telephone #		Social Security #	
Full Name (Last, First, Middle, while attending)							
Current Address – Number & Street				Apt./Unit	City	State	Zip Code
Maiden/Other Names Used: (Last, First, Middle)							
☐ Regular Verification ☐ Mail ☐ Pick-Up Regular Verifications are \$3 per copy. If you have NEVER requested transcripts or verifications, the first (2) TWO copies are free. Verifications are processed and mailed within 10 business days from the date of receipt.				☐ Emergency Verification: ☐ Mail ☐ Pick-Up Emergency Verifications are \$10 per copy. If you have NEVER requested transcripts or verifications the first (2) TWO copies are \$7 per copy. Emergency Verifications are processed immediately and ready for pick-up during posted hours.			
Semester/Year (Please Check ONE):							
☐ Winter: _____ Year		☐ Spring: _____ Year		☐ Summer: _____ Year		☐ Fall: _____ Year	
Name/Agency: (Write the Name of the agency the verification is for, if it is for yourself please write: "self")							
Attention:							
Address:				City	State	Zip Code	
Type of Verification							
Official College Print-Out (Please Check One Below): ☐ Class Schedules ☐ Enrollment Status				Student Provided Form (Check One Below): ☐ Child Care ☐ Good Student Discount ☐ Student Loan Deferment (No Fee Applies if submitted by college to Loan Agency) ☐ Other: _____			
Printed Name		Date		Office Use Only			
Student Signature		Date					
				Processed by: _____ Date: _____		Semester: _____ Year: _____ Units: _____	

Los Angeles Trade Technical College – Office of Admissions & Records – PROOF OF VERIFICATION OF ENROLLMENT REQUEST

Please keep this stub as proof that you submitted a VERIFICATION OF ENROLLMENT with the Office of Admissions & Records.

Student Name		Student ID Number	
Received By:		Date:	
Amount Paid: \$		Pick-Up/Mailed By:	