



# 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)			
<input type="checkbox"/> <b>Regular Verification</b> <input type="checkbox"/> Mail <input type="checkbox"/> 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.		<input type="checkbox"/> <b>Emergency Verification:</b> <input type="checkbox"/> Mail <input type="checkbox"/> 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.	
<b>Semester/Year (Please Check ONE):</b>			
<input type="checkbox"/> <b>Winter:</b> _____ Year	<input type="checkbox"/> <b>Spring:</b> _____ Year	<input type="checkbox"/> <b>Summer:</b> _____ Year	<input type="checkbox"/> <b>Fall:</b> _____ 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
<b>Type of Verification</b>			
<b>Official College Print-Out (Please Check One Below):</b> <input type="checkbox"/> Class Schedules <input type="checkbox"/> Enrollment Status		<b>Student Provided Form (Check One Below):</b> <input type="checkbox"/> Child Care <input type="checkbox"/> Good Student Discount <input type="checkbox"/> Student Loan Deferment (No Fee Applies if submitted by college to Loan Agency) <input type="checkbox"/> Other: _____	
Printed Name	Date	<b>Office Use Only</b>	
Student Signature	Date		
		Processed by: _____	Semester: _____
		Date: _____	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: