

Lewis & Clark Law School

Verification Request

Law Registrar's Office
10101 S. Terwilliger Blvd, MSC 51
Portland, Oregon 97219
Phone: 503-768-6614
Email: lawreg@lclark.edu

- Lewis & Clark verifies enrollment for present and past semesters only.
- Return the form to the Law Registrar's Office in person or by email – student signature required.

Name _____ Date _____

LC ID# _____ Email _____

Choose one of the following options:

☐ **Complete and send the attached form.** Specify the form: _____

☐ **Complete an online form.**
Name of the institution/organization that will receive the completed form: _____

It is the student's responsibility to know the content of the questions on the form. Your signature on this form authorizes the Registrar's Office to provide all information requested including, but not limited to, academic and conduct records. It also authorizes the Registrar's Office to provide supporting documentation if the form requests it. If you are requesting that the Registrar's Office complete a bar certificate, please review the information on the bar form carefully.

☐ **Send standard enrollment verification.** A Standard Enrollment Verification is an official printed form that includes the student's name, address, DOB, student ID number, semester dates, number of credits, full or part time status, start term & class level. It is signed by the Registrar and has the official college seal.

☐ **Send official letter on college letterhead.**
Information to be included: _____

DELIVERY:

☐ **Hold for Pick-up** (must show photo ID at time of pick-up)

☐ **Mail to:** (please include name of recipient) _____

☐ **Email / fax:** _____

I authorize the Registrar's Office to release my enrollment information and / or other requested information specified above. I also understand emailing and faxing are not secure forms of transmission (if requested).

Signature _____ Date _____

Typed signatures will not be accepted

For Registrar's use only:

Requested info included: ☐ Yes
☐ N/A

Attached form completed: ☐
Online form completed: ☐

Completed by: _____
Date: _____