

## Enrollment Verification Letter

This job aid provides students with instructions on how to download and/or print an Enrollment Verification letter. Unless GPA needs to be included on the letter, downloading and printing the Enrollment Verification letter is a self-service action in BisonHub and students do not need to contact anyone at the University to complete this once they are enrolled in courses.

If GPA does need to be included, students should contact the Office of the Registrar to receive their letter.

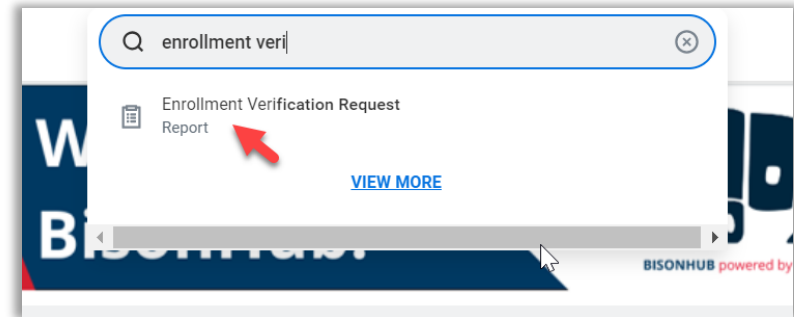


Note: We are aware that some students' programs and/or expected completion dates are not accurate and are actively working to correct these issues. However, the Enrollment Verification letter does still serve to verify your enrollment at Howard University and can be used as-is until this issue is resolved.

### ENROLLMENT VERIFICATION REQUEST

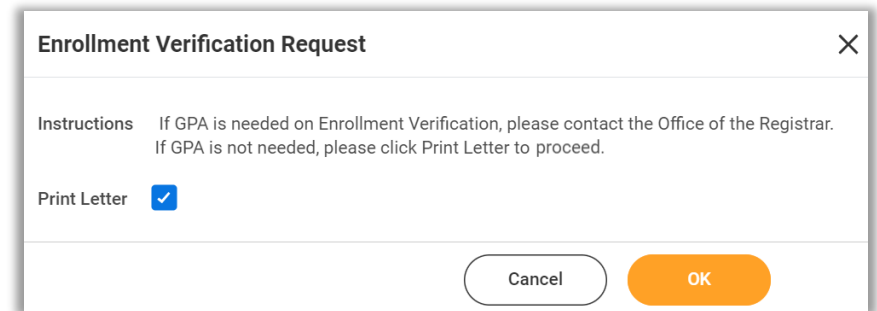
From **Search** on the Home page:

1. Search for and select **Enrollment Verification Request**.



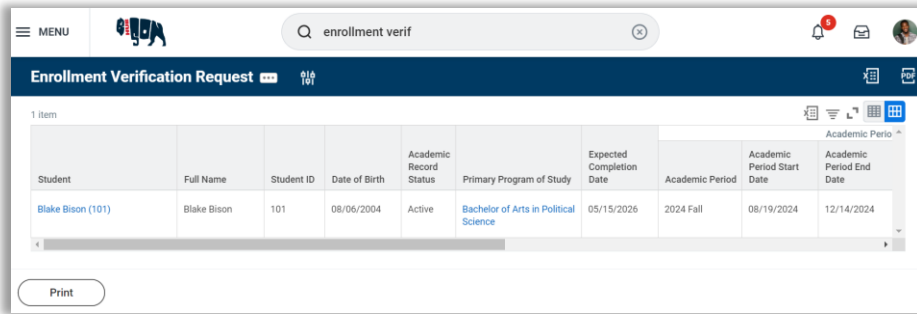
*Enrollment Verification Request search results with selection arrow*

2. On the *Enrollment Verification Request* dialog box that displays, the *Print Letter* checkbox is auto-selected. If GPA is not needed in the Enrollment Verification letter, click **OK**.



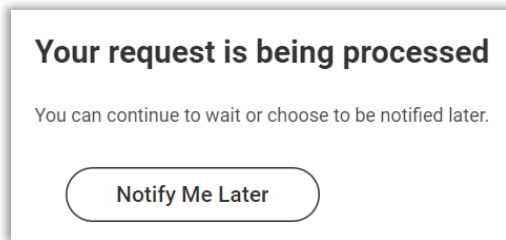
*Enrollment Verification Request dialog box*

3. Review the details displayed on the *Enrollment Verification Request* page, which includes the student's Full Name, Date of Birth, Status, Primary Program of Study, Expected Completion Date, and Academic Period details. After verifying the details are accurate, click **Print**.



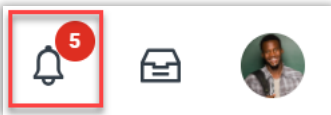
Enrollment Verification Request page

- You may see the following dialog box after selecting *Print*. If so, click **Notify Me Later**. Once the Enrollment Verification letter has been processed, you will receive a notification.



Notify Me Later dialog box

- Next, click the bell notification icon at the top-right corner of the page:

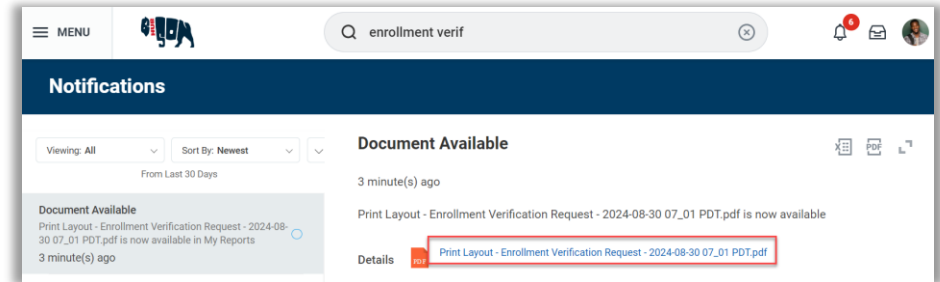


Top-right corner icons with notification icon callout



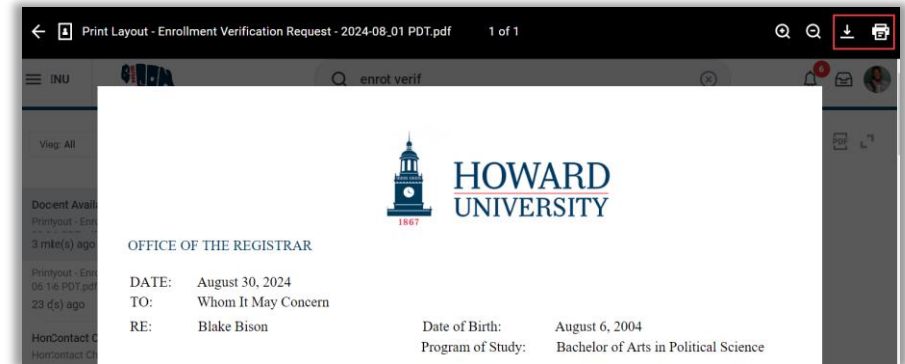
**Note:** If you do not see the notification when you first click into notifications, the document may still be processing. Refresh the page until the document notification displays.

- The newest notification should say *Document Available* and contains a link to your Enrollment Verification letter. Click the **link** within that notification.



Notifications with document link callout

The print layout for the Enrollment Verification letter displays with options to download or print in the top-right corner.



Enrollment Verification letter print layout with download and print icon callout

- Click either the download or print icon, depending on your need for the letter.