

# Enrollment/Degree Verification

Students can obtain their Enrollment Verifications by completing one of the following options. (FORMER students, please use options 2, 3, or 4)

## OPTION 1

Go to [my.csufresno.edu](http://my.csufresno.edu)

1. Click on the sign-in button
2. Login with Fresno State email user name and password
3. Click on Student Self Services
4. Click on Student Center
5. Under Academics, click on the box that says “**Other Academic...**” and select **Enrollment Verification**.
6. Click on arrow to the right of the selection
7. Select term desired and click on submit to view and or print Enrollment Verification.

## OPTION 2

Contact the **National Student Clearinghouse** (who we have authorized to act as our agent for all **Degree/Enrollment** Verifications). Access the Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at (703)-742-4200.

If Student needs Enrollment/Degree verifications directly from the Registrar Office they can request it in Person or by Mail. There is a \$5.00 processing fee for each verification request.

## OPTION 3

Request Verifications **in person** at the Admissions Public Contact counter located **in the north lobby of the Joyal Administration building**, and then **pay the fees** at the Cashiers Service windows (located in the South Joyal lobby).

## OPTION 4

**Request by Mail:** Send us a verification request letter with the following information:

- Name
- Maiden name or name used while a student
- Date of birth
- Student ID number /Social Security Number
- Indicate type of Verification needed
- Phone number
- names and addresses of where Verifications is to be mailed
- Sign and date the request letter
- Include the **payment**, payable to California State University Fresno (**check or money order only**)
- Mail request letter and check/money order to:
  - California State University, Fresno  
**ATTN: Verification Office**  
5150 N. Maple M/S JA 57  
Fresno, Ca 93740-8026

All requests are processed by date order received. Orders may take 3 to 5 business days for processing.

Any other questions regarding verifications please contact the Verification office at (559) 278-4182.