

Verification of Enrollment Request

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.



COMMUNITY AND
TECHNICAL COLLEGE

13650 Apple Harvest Drive
Martinsburg, WV 25403
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

Verification can only be completed for currently enrolled students. You must be registered for the semester you are requesting verification.

If a GPA is needed, students do not have a GPA until they have completed at least one semester at Blue Ridge CTC.

All Blue Ridge CTC students are undergraduate students.

Enrollment Verifications are FREE from your Bridge account. To access verifications, go to Student Services > Student Records > National Student Clearinghouse > Choose Current enrollment or All enrollment and Click on 'Obtain an enrollment certificate', this will open your enrollment verification in a PDF format immediately.

Should you choose not to use the free, online verification, a payment of \$10.00, payable at the Cashier's Office, is due prior to processing form manually.

Student Information

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Former Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Student ID:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City, State, & Zip:	<input type="text"/>	Phone:	<input type="text"/>
Email Address:	<input type="text"/>		

Processing Information

Semester for which verification is needed:

Fall (Year):	<input type="text"/>
Spring (Year):	<input type="text"/>
Summer (Year):	<input type="text"/>

Expected date of graduation is needed on verification:

Yes, it is required No, it is not necessary

Financial Aid & Pell Grant info is needed on verification:

Yes, it is required No, it is not necessary

Are you a full time student?

Yes, more than 12 credits No, less than 12 credits

Mailing Information

Mail (complete address below) Fax (List complete number and person) Student Pick Up (ID Required)

Institution or Agency Name:	<input type="text"/>
Office or Person:	<input type="text"/>
Complete Address:	<input type="text"/>
City, State, and Zip:	<input type="text"/>
Fax Number (if faxing):	<input type="text"/>

Student Signature: _____

Date: _____

Enrollment Services Signature: _____

Date Sent: _____

Updated: 8/29/2017

