



Request for Enrollment Verification

Print clearly or type.

Please note: Anticipated completion dates will be set in accordance with the number of hours listed in the catalog for the program of study. Enrollment cannot be verified prior to the end of the drop/add period of the term.

Student Information

Name: _____ Former Last Name (if any): _____

Student ID or last 4 digits of Social Security #: _____ Date of Birth: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Enrollment Verification Letter

1. Select enrollment period for verification: ☐ Fall ☐ Spring ☐ Summer Year: 20_____

2. Select a delivery method for the requested Enrollment Verification letter:

☐ Pick up* from an NGTC receptionist of the following campus: ☐ Blairsville ☐ Clarkesville ☐ Currahee

*The Registrar's Office will call when the form is ready to be picked up by the requesting student. Photo ID is required.

☐ Fax to: Name: _____ Fax #: _____

☐ Email to: Name: _____ Email: _____

☐ Mail to: Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3. Indicate Special Requests (if any):

☐ Letter of non-enrollment

☐ Complete the attached form.

☐ Special request for information on letter: _____

4. Student's Signature: _____ Date: _____

Note: The Registrar's Office does not accept digital signatures.

This form should only be used when enrollment information is not available on the Student Clearinghouse website.

For Office Use Only

Registrar's Office Representative _____

Date Received/Completed _____

As set forth in its student catalog, North Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Vinson Burdette, VP of Student Affairs, Title IX Coordinator, Clegg Center 211, (706) 754-7711, vinson.burdette@northgatech.edu and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, kay.carroll@northgatech.edu at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Updated 02/21/24