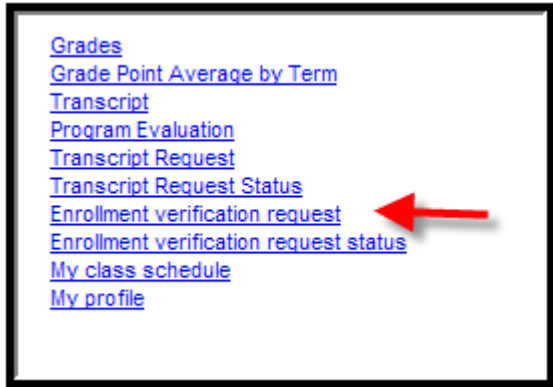


Requesting Enrollment Verifications via *WebAdvisor*

- Login to *WebAdvisor*. Click on **Enrollment Verification** from the **Academic Profile** Menu. If you have a Student Financial Services hold, you will be prompted to clear this hold before your request will be completed.



- To have the enrollment verification mailed, enter the address information. Fields with an * are required.
 - **Recipient** – Enter yourself, another person or an organization
 - **Modifier** – Enter any additional information describing the recipient (optional)
 - **Address** – Enter the full address where the verification is to be sent*
 - **Copies** – Select the number of copies to be sent from the drop-down

A screenshot of the enrollment verification request form. The form includes the following fields:

- Recipient***: Health Insurance Company
- Modifier**: (empty)
- Address***: 123 Main St
- City***: Boston
- State***: Massachusetts
- Zip***: 02115
- Copies to be sent***: 1

*Please note that if the recipient has an address record in our database you will be asked to verify the address. Simply choose the correct address and click 'Submit'.

- You can check to see if it's been completed by clicking on "Enrollment Verification Status". If your enrollment verification has been processed a date will appear in the 'Date Produced' column.

Recipient	Modifier	Address	City, State Zip	Number of Copies	Date Requested	Date Produced
To:	Health Insurance Company	123 Main St	Boston, MA 02115	1	04/15/11	