

How to: Submit an *Enrollment Verification Form*

<https://www.utc.edu/records/enrollment-verification.php>

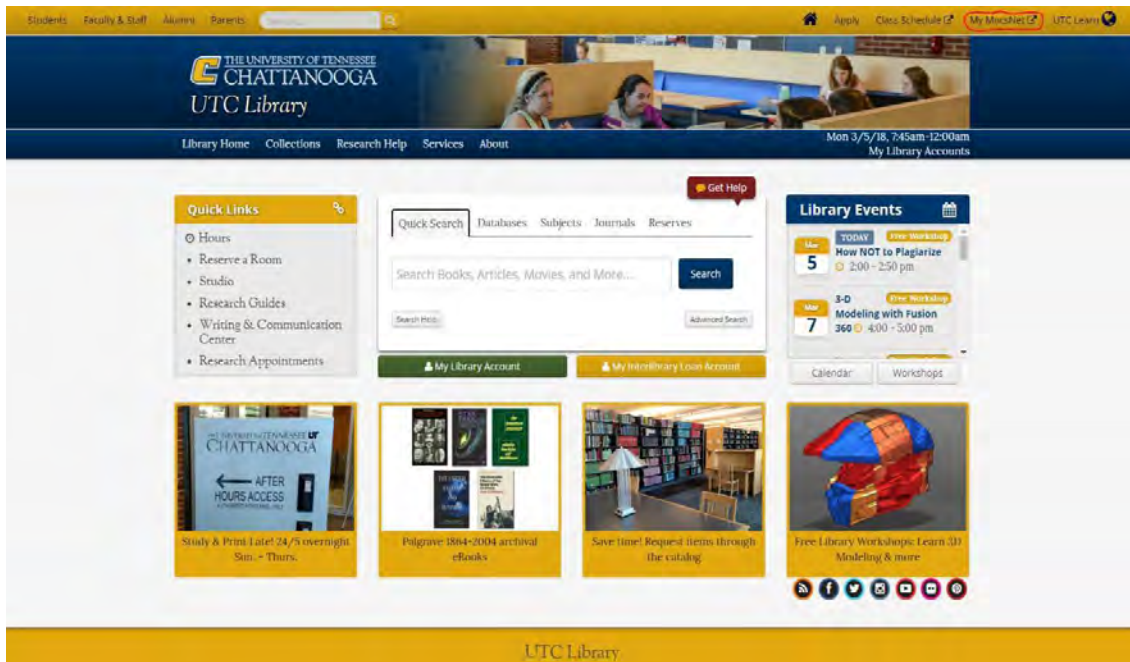
An enrollment verification is an official document that can be used to verify enrollment status for scholarship purposes, medical coverage, car insurance, etc. It does not include course or grade information and does not provide GPA information.

There are two ways to verify your enrollment at The University of Tennessee at Chattanooga.

1. You may request the enrollment verification yourself through your MocsNet account.
2. You can refer the organization needing proof of enrollment to the National Student Clearinghouse.

1. Requesting an Enrollment Verification Yourself

1. Log into My MocsNet



UTC Home Communities Tools Search UTC

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

UTC / My UTC

My UTC

[Login to My MocsNet](#)

For all your familiar My MocsNet resources.

[MocSync](#)

Student organizations at UTC, campus-wide events & leadership opportunities.

[UTC Learn Login](#)

UTC Learn is your virtual classroom environment. (Formerly known as Blackboard or UTC Online.)

[Student Programs and Services Fee](#)

Update your option selection for the upcoming term.

[Mocs Mail+](#)

Direct link to your Mocs Mail+ email account.



Get wired up
Technology Services keeps us all wired up and connected with email, internet and more.

“Scrappy” Newsletters
Week of March 5, 2018

2) Click on the Academics Tab

THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

My Sites Thomas Davis

MyMocsNet Home **Academics** Services Money Campus Life Help

Campus Announcements

Announcements

All

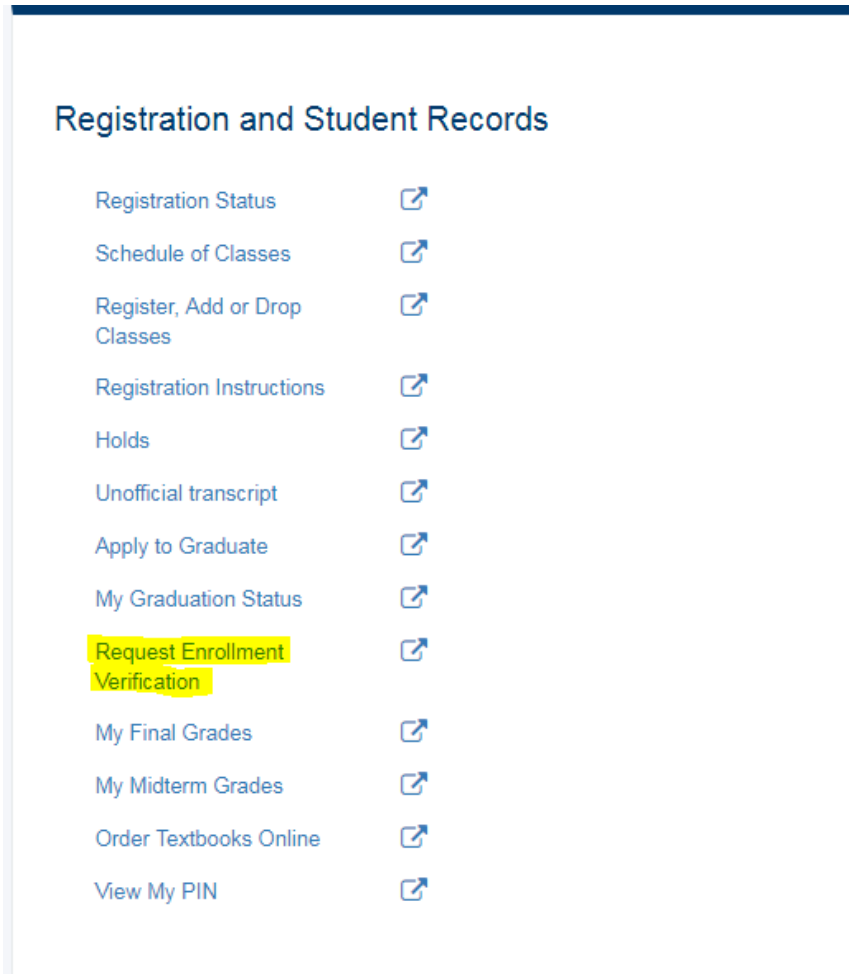
You currently have no announcements.

Show Hidden

Library Links

- Hours
- Reserve a Room
- Studio
- Research Guides
- Writing & Communication Center
- Printing in the Library

- 3) Under the Registration and Student Records heading, click on the "Request Enrollment Verification" link. This will automatically log you into your personal account on the National Student Clearinghouse website.



- 4) Choose "Current Enrollment" or "All Enrollment."

Welcome. This service is offered by the National Student Clearinghouse in cooperation with THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA.
IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
 - Current enrollment
 - All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [View specific information about my student loans. LoanLocator](#)
- [Order or track a transcript](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



- 5) Click on the "Obtain Enrollment Certificate" link.
- 6) Be patient while the certificate loads.
- 7) Click print.

2. Referring Organizations to the Clearinghouse to Verify Enrollment

Organizations may obtain an enrollment verification by contacting the National Student Clearinghouse. [The National Student Clearinghouse](#)

13454 Sunrise Valley Drive, Suite 300
Herndon, VA 20171

(703) 742-4200