

## Enrollment Verification

An Enrollment Verification serves as documentation that a student is currently enrolled at the University for a particular semester(s) as a full-time, half-time, or less than half-time student. This form is frequently requested to prove enrollment to health insurance and housing agencies, employers, or others.

### **Full-time status is certified by the following policy:**

- Full-time undergraduate students = 12 or more semester hours
- Half-time undergraduate students = 6-11 semester hours
- Less than half-time undergraduate students = Fewer than 6 semester hours

Louisiana State University of Alexandria contracts with the National Student Clearinghouse (NSC) to serve as a third party agent in providing enrollment and degree verifications. The clearinghouse can be contacted at **703-747-4200** or via the web at [National Student Clearinghouse](#)

Registered students may obtain Enrollment Verifications (**proof of enrollment**) from the **National Student Clearinghouse (NSC)**

- **Spring Semester:** Available by mid-February
- **Summer Semester:** Available by mid-July
- **Fall Semester:** Available by mid-October

Enrollment verifications required before these begin dates must be processed by the Registrar's Office. Requests can be made in person; by emailing [registrar@lsua.edu](mailto:registrar@lsua.edu); or calling 318-473-6424.

## Degree Verifications – Third Party

Louisiana State University of Alexandria has authorized the National Student Clearinghouse to provide degree and enrollment verification. We require that employers and background screening firms contact the Clearinghouse for this information. The Clearinghouse does charge a fee.

**The National Student Clearinghouse Degree Verification services can be contacted at:**

Web: [www.degreeverify.com](http://www.degreeverify.com)

E-mail: [degreeverify@studentclearinghouse.org](mailto:degreeverify@studentclearinghouse.org)

**For general inquiries, the National Student Clearinghouse may be contacted at:**

**Phone:** (703) 742-4200

**Fax:** (703) 318-4058

**Mail:** 2300 Dulles Station Blvd., Suite 3000  
Herndon, VA 20171

**Web:** [www.studentclearinghouse.org](http://www.studentclearinghouse.org)