



National Student Clearinghouse
13454 Sunrise Valley Drive, Suite 300
Herndon, Virginia 20171

703-742-4200
www.studentclearinghouse.org

EnrollmentVerify Credit Card User Guide

This annotated user guide was created to help you better understand how to use EnrollmentVerify. If you have questions or need assistance, contact the National Student Clearinghouse at **703-742-4200** or **enrollmentverify@studentclearinghouse.org**.

STEP 1: ENTER ENROLLMENTVERIFY

- Go to **www.studentclearinghouse.org**.
- Click the “Verify Now” icon in the left margin

The screenshot shows the National Student Clearinghouse website. At the top left is the logo. To its right is the text 'National Student Clearinghouse' and 'The nation's trusted source for student degree and enrollment verification'. Below this is a navigation bar with tabs for 'Colleges & Universities', 'High Schools', 'Students & Alumni', 'Guarantors, Lenders & Servicers', and 'Degree & Enrollment Verifiers'. Under 'Colleges & Universities' is a 'USER LOGIN' section with fields for 'Username' and 'Password'. Below the navigation bar is a horizontal menu with links: 'About Us', 'Search', 'Site Map', 'Contact Us', and 'Home'. The main content area is divided into three columns. The left column contains a 'VERIFY NOW!' button with a graduation cap icon and the text 'Verify a Degree or Enrollment'. The middle column is titled 'News' and contains three news items with 'read more >>' links. The right column is titled 'Announcements' and contains three announcement items with 'read more >>' links.

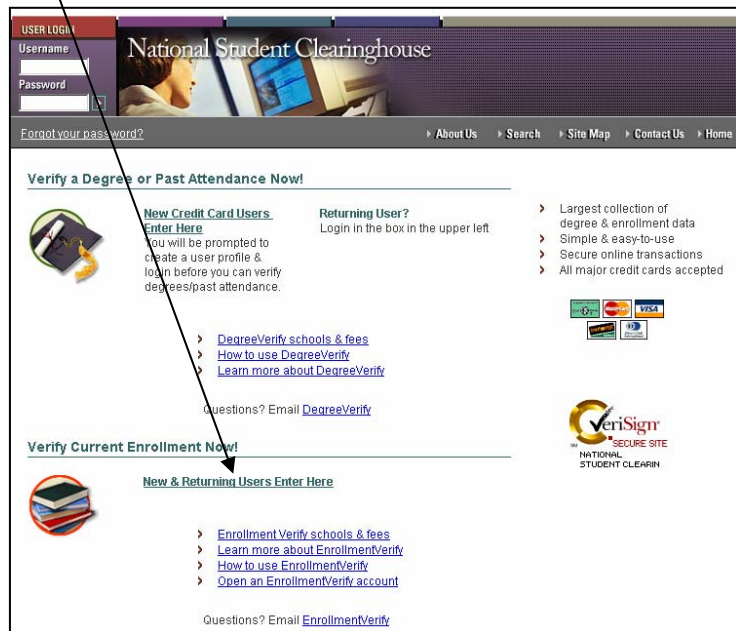
If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org

STEP 1 (cont'd)

- Under "Verify Current Enrollment Now!" click "New & Returning Users Enter Here."

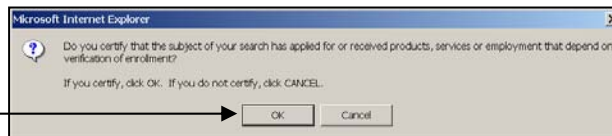
EnrollmentVerify accepts all major credit cards. All transactions are secure.

Discounts are available to EnrollmentVerify members. Click "Open an EnrollmentVerify account" to learn more.



- You must read the EnrollmentVerify Terms & Conditions and click "I Agree" to continue.

You will be asked to certify that the subject of your search has applied for products, services or employment that require his or her enrollment to be verified. You must **click OK** to continue.



If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org

STEP 2: SEARCH FOR A SCHOOL

- Click the “Select a School” button. This will open a new small browser window.

- Type in the name of the school (you can type part of the school name if you are not sure of its exact name).
- Or you can select the state where the school is located from the state dropdown box to view a list of all participating schools in that state.
- After you submit your search, EnrollmentVerify will display a list of schools that match your search criteria.
- Click the name of the school you want and it’s name will automatically appear in the “School Name” box on the verification request page (see Step 3).

The following is a list of the schools currently participating in the Clearinghouse’s EnrollmentVerify program that match your search criteria. You may click on the link on the header title to sort the list by that column. The header title in *italics* indicates the current sort order. To select a school, click on the link of the school name you want.

Updated as of 11/11/2004

<u>State</u>	<i>School Name</i>	Fee
IA	CORNELL COLLEGE	\$2.50
NY	CORNELL UNIVERSITY	\$2.50

Don’t see the school name you want?

- Search for the school again entering more specific information (like the full name of the school).
- Make sure you selected the correct school.
- Many schools are similarly named. Use the location to assist you in your selection.
- Many schools have multiple campus locations, make sure you choose the correct campus.
- Clarify the official name and location of the institution with the subject of your verification.

If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org

STEP 3: ENTER THE SUBJECT'S INFORMATION

- Once you've successfully selected the school, you will need to **complete all of the required fields** on the verification request page (these fields are marked in red). **IMPORTANT:** If you do not know your subject's Social Security number, enter 000-00-0000. Do not make up a number.

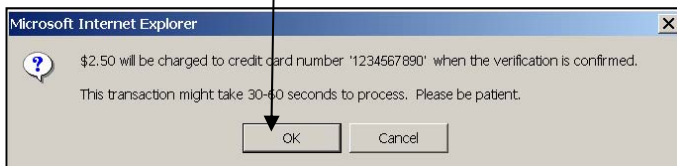
We suggest you also complete as many of the non-required fields as you can.

- Click **"Submit Request."**

STEP 4: ENTER YOUR CREDIT CARD INFORMATION

- Enter your credit card data. The verification fee will be displayed in red at the top of this screen.
- Click **"Submit Request."**

Your credit card number and verification fee will be displayed in a small pop-up window. **Click OK to continue.**



If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org

STEP 5: VIEW YOUR VERIFICATION

If we find a match for your request in our database, **you will receive a successful verification.**

National Student Clearinghouse
Verification Response

Congratulations! We have successfully completed your verification request.

Transaction ID: **00000001** Requested By: JANE DOE Date Requested: 09/29/2004 08:58 EST
Status: Confirmed - Currently Enrolled Date Verified: 09/29/2004 08:58 EST
Fee: \$2.50

AN OPERATION YOU PROVIDED

Subject Name:	JANE DOE	DOB:	0000
Name Used When Attending School (if different from above):	JANE DOE	Male Name:	0000
Date of Birth:	1/06/1980	Female Name:	0000
Social Security Number:	999-99-9999	Last Name:	0000
School Name:	CORNELL UNIVERSITY		

AN OPERATION VERIFIED

Name: JANE S DOE
Address: 1234 MAIN STREET
HERNDON, VA 20171-1234

The latest records reported by CORNELL UNIVERSITY were certified on 08/04/2004 for the term beginning on 08/26/2004 and ending on 05/21/2004. This information indicates that the student is currently enrolled.

Certified by School	Enrollment Status	Term Begin	Term End	School Name
08/04/2004	Full Time	01/26/2004	05/21/2004	CORNELL UNIVERSITY
01/08/2004	Full Time	08/29/2003	12/18/2003	CORNELL UNIVERSITY
06/08/2003	Full Time	01/19/2003	05/23/2003	CORNELL UNIVERSITY

This enrollment history reflects all enrollment for the past 18 months. We are unable to confirm attendance prior to this time.

Click here for a printer friendly official "Enrollment Verification Certificate" version that you can attach to forms, such as health insurance, credit card applications, child support, housing authorities, etc.

All information verified has been obtained directly and exclusively from the individual's educational institution. The Clearinghouse specifically disclaims any responsibility or liability for errors or omissions in information supplied to the Clearinghouse by an educational institution, including direct, indirect, incidental, special, or consequential damages based in contract, tort, or any other cause of action, resulting from the use of information supplied by the educational institution and verified by the Clearinghouse.

Next Request Quit

You should record the red transaction ID# located at the top left of the verification. To print your verification, click the printer icon at the top right (to save it, right click the icon and select "Save Target As").

NOTE: If the subject attended the institution but is NOT currently enrolled, it will be noted on your verification above the attendance history table.

Occasionally an institution will not verify enrollment even when a student is currently enrolled, such as when a student has exercised the right to restrict the release of information without consent or there is a hold on his or her record. You should ask the individual to contact the institution directly to request the necessary verification.

If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org