

Montgomery College
Germantown Campus Cashier
20200 Observation Drive
Germantown, MD 20876

Montgomery College
Rockville Campus Cashier
51 Mannakee Street
Rockville, MD 20850

Montgomery College
Takoma Park/Silver Spring Campus Cashier
7600 Takoma Avenue
Takoma Park, MD 20912

The letter of certification fee is \$5.00 per copy; a letter will verify ONE semester only. Submit a form for each semester that needs to be verified. Make checks payable to Montgomery College.

Student Name _____

First Name

Middle Name

Last Name

Student ID M- _____

Daytime Phone _____

Address _____

Street

City

State

Zip

Check type of letter needed:

Letter certifying enrollment* (full time, part time, etc.); **indicate ONE semester and year per form:**

Fall

Winter

Spring

Summer

*Note: If only this box is checked, letter may be produced on a walk-in basis by Office of Admissions & Records.

International Letter of Expense; **indicate immigration status:** _____

Other, **please explain:** _____

Check how you would like letter processed:

Prepare letter for Pick-up (Specify Date*): _____

Note: Allow three business days for processing International Letter of Expense and other special requests. Allow seven business days for processing during peak registration.

Mail letter to Address (Provide Complete Address):

Address (Continued) _____

City

State

ZIP

Verification of student enrollment does not include grades or grade point averages (GPA). Transcript Requests are used for this purpose. Verifications will not be generated for students who have financial holds.

I authorize Montgomery College to release the requested information on this form.

Student Signature _____

Date _____

OFFICE USE ONLY Amount Paid \$ _____ Date Processed _____ Date Sent _____