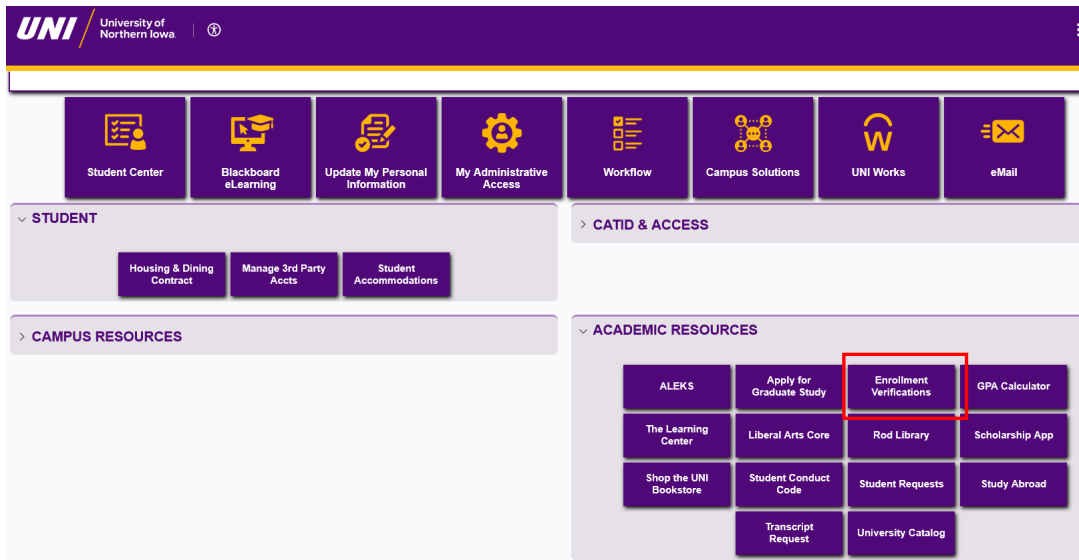
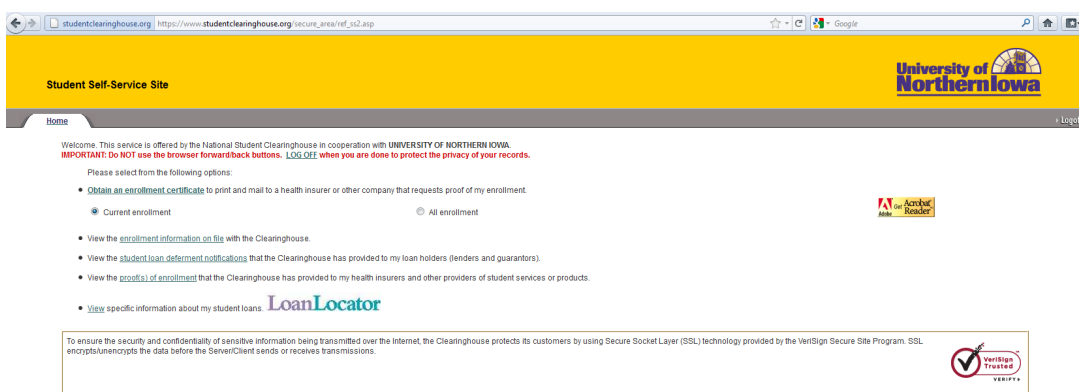


Student Enrollment Verifications

Purpose: The following instructions describe how a student can access the **Student Enrollment Verifications (from the National Student Clearinghouse website)** to retrieve documents to verify current/past enrollments and degrees.

Step	Action
1.	Log onto <i>My Universe</i> .
2.	Select the Enrollment Verifications tile in the ACADEMIC RESOURCES section.  The screenshot shows the My Universe dashboard. At the top is the UNI University of Northern Iowa header. Below it is a row of navigation tiles: Student Center, Blackboard eLearning, Update My Personal Information, My Administrative Access, Workflow, Campus Solutions, UNI Works, and eMail. Under the 'STUDENT' section are tiles for Housing & Dining Contract, Manage 3rd Party Accts, and Student Accommodations. Under the 'CAMPUS RESOURCES' section are tiles for ALEKS, Apply for Graduate Study, Enrollment Verifications (highlighted with a red box), GPA Calculator, The Learning Center, Liberal Arts Core, Rod Library, Scholarship App, Shop the UNI Bookstore, Student Conduct Code, Student Requests, Study Abroad, Transcript Request, and University Catalog. Result: The National Student Clearinghouse website displays.  The screenshot shows the National Student Clearinghouse website. The header is yellow with the University of Northern Iowa logo. Below the header is a 'Student Self-Service Site' section. The main content area has a welcome message and a list of options: 'Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.' The options are 'Current enrollment' (selected) and 'All enrollment'. There are also links to '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.', and 'View specific information about my student loans.' The 'LoanLocator' logo is also visible. At the bottom, there is a security notice about SSL technology and a VeriSign Trusted logo.

Step	Action												
3.	Click the desired option: 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 <table border="1"> <thead> <tr> <th>Option/link</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Obtain an enrollment certificate</td><td> • Select Current enrollment or All enrollment below the link. • Click the Obtain an enrollment certificate link. • The Enrollment Verification Certificate opens as a PDF in a separate window. • You may save or print the PDF. </td></tr> <tr> <td>enrollment information on file</td><td> • Select the enrollment information on file link. • Enrollment by term is displayed. Click the Status link to view status code descriptions. • The past two years data displays. To view prior information, click the All History button. </td></tr> <tr> <td>student loan deferment notifications</td><td> • Select the student loan deferment notifications link. • If the Clearinghouse has provided loan deferment notifications to the student's loan holders, they will display. </td></tr> <tr> <td>proof(s) of enrollment</td><td> • Select the proof(s) of enrollment link. • If the Clearinghouse has provided proof(s) of enrollment to the student's health insurers or other providers, they will display. </td></tr> <tr> <td>Loan Locator</td><td> • Select the View or the LoanLocator link. • A list of organizations that have reported they have the student's loans will display, along with their web site and phone number. • Click the Go To Guarantor button to access your guaranty agency, who can assist you in locating other agencies who may not be listed here. </td></tr> </tbody> </table>	Option/link	Details	Obtain an enrollment certificate	• Select Current enrollment or All enrollment below the link. • Click the Obtain an enrollment certificate link. • The Enrollment Verification Certificate opens as a PDF in a separate window. • You may save or print the PDF.	enrollment information on file	• Select the enrollment information on file link. • Enrollment by term is displayed. Click the Status link to view status code descriptions. • The past two years data displays. To view prior information, click the All History button.	student loan deferment notifications	• Select the student loan deferment notifications link. • If the Clearinghouse has provided loan deferment notifications to the student's loan holders, they will display.	proof(s) of enrollment	• Select the proof(s) of enrollment link. • If the Clearinghouse has provided proof(s) of enrollment to the student's health insurers or other providers, they will display.	Loan Locator	• Select the View or the LoanLocator link. • A list of organizations that have reported they have the student's loans will display, along with their web site and phone number. • Click the Go To Guarantor button to access your guaranty agency, who can assist you in locating other agencies who may not be listed here.
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Example – Enrollment Verification Certificate

National Student Clearinghouse®
2300 Dulles Station Blvd., Suite 300, Herndon, Virginia 20171
PH (703) 742-4200 FX (703) 742-4239
www.studentclearinghouse.org
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IMPORTANT: If you are forwarding this certificate to a 3rd-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

Current Enrollment Verification Certificate

Transaction ID#: #####

Date/Time Notified: 11/21/2011 12:11 EST

The National Student Clearinghouse as Authorized Certifying Agent for

UNIVERSITY OF NORTHERN IOWA

verifies the enrollment below for

XXXXXX XXXXXXXXXX

The student's current anticipated graduation date is 12/16/2012.

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
08/22/2011	12/16/2011	Full Time - END OF RECORD -	08/22/2011	10/10/2011

The University of Northern Iowa is accredited through the doctoral degree by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA); The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602-2504; telephone 312-263-0456.

This 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.

Example - Enrollment Information on File

[Home](#)

All enrollment data is as provided by the school.

Name: DWAIN CALDWELL

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Schl Code	School Name
10/10/2011	F	08/22/2011	08/22/2011	12/16/2011	12/16/2012	001890-00	UNIVERSITY OF NORTHERN IOWA
10/03/2011	F	08/22/2011	08/22/2011	12/16/2011	12/16/2012	001890-00	UNIVERSITY OF NORTHERN IOWA
07/29/2011	L	07/11/2011	05/09/2011	07/29/2011		001890-00	UNIVERSITY OF NORTHERN IOWA
06/14/2011	H	05/09/2011	05/09/2011	07/29/2011	05/10/2013	001890-00	UNIVERSITY OF NORTHERN IOWA

• Click on the [Status](#) link for explanation of the various types.

Note: Only data up to two years old is displayed. For information more than two years old, click on [All History](#)

Status

F	FULL TIME
H	HALF TIME
L	LT HALF TIME
W	WITHDRAWN
G	GRADUATED
A	LEAVE OF ABSENCE
D	DECEASED
N/A	ENROLLMENT STATUS NOT RELEASED

Example – Student Loan Deferment Notifications

Name: XXXX XXXXXXXX

Sent Date	Enrollment Status	Status First Started	Anticipated Graduation Date	Notification Type	Member Name
10/10/2011	FULL TIME	08/22/2011	12/16/2012	Electronic	IOWA COLLEGE AID COMMISSION
10/10/2011	FULL TIME	08/22/2011	12/16/2012	Electronic	IOWA STUDENT LOAN LIQUIDITY CORPORATION
10/10/2011	FULL TIME	08/22/2011	12/16/2012	Electronic	UNIVERSITY ACCOUNTING SERVICE
06/22/2011	HALF TIME	05/09/2011	05/10/2013	Electronic	IOWA COLLEGE AID COMMISSION
06/22/2011	HALF TIME	05/09/2011	05/10/2013	Electronic	IOWA STUDENT LOAN LIQUIDITY CORPORATION
06/22/2011	HALF TIME	05/09/2011	05/10/2013	Electronic	UNIVERSITY ACCOUNTING SERVICE
10/07/2009	WITHDRAWN	04/17/2009		Electronic	IOWA COLLEGE AID COMMISSION
10/07/2009	WITHDRAWN	04/17/2009		Electronic	IOWA STUDENT LOAN LIQUIDITY CORPORATION

Example – Loan Locator ([View](#) specific information about my student Loans)

[Home](#)

Listed below are the organizations who have reported to us that they have your loans. You should contact them regarding questions related to deferments, forbearances, and repayment options.

Name: XXXX XXXXXXXX

As Of Date	Member Name	Web Site	Customer Service Phone	Extn
10/25/2011	IOWA STUDENT LOAN LIQUIDITY CORPORATION	www.studentloan.org	(800) 243-7552	
11/01/2011	UNIVERSITY ACCOUNTING SERVICE	www.uaservice.com	(800) 999-6227	

Please note that you may have loans held by others that do not participate in this service. Your guaranty agency can assist you in locating any other agencies that may not be listed here. (Guaranty agencies insure delinquent or default.) Click [Go To Guarantor](#) to view information we have regarding your guaranty agency.

Disclaimer: The National Student Clearinghouse makes no representations or warranties regarding the information provided. The listing above is for information purposes only and in no manner limits or removes. The Clearinghouse makes no guarantees regarding the availability of this site or information obtained through links to other agencies.