



Preparing people to lead extraordinary lives

Verification of Education
LOYOLA UNIVERSITY CHICAGO
Office of Registration and Records
820 N. Michigan, Suite 504, Chicago, IL 60611
Phone: 312.915.7221; Fax: 312.915.6452
Website: www.luc.edu/regrec

Use this form only if LOCUS is unavailable to you. After completing and signing this form, it may be mailed, hand delivered, faxed or scanned and emailed to Registrar@luc.edu. Pre-mailing processing time for both regular and expedited shipment is approximately 1-2 business days.
All former and current students with LOCUS IDs may use LOCUS to request a Verification of Education.

Personal Information (Print Clearly)

Name: _____ Student ID or SSN: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail: _____ Date of Birth*: _____

Dates of Attendance or Graduation: _____ Degree(s): _____

Other Names Used: _____ School/Department: _____

Please prepare the following (checked):

- Verification of Grade Point Average ("GPA") Verification of Degree Awarded
- Verification of Enrollment Verification of Full-time/Part-time Status
- Verification of Good Standing Form(s) attached
- Verification of Study at The Rome Center Verification of Study at The Beijing Center

Note: we are unable to Fax or E-mail "GPA" information

Please send ___1 or ___2 **copies of the requested document to my address above.**

Please send ___1 or ___2 **copies to (see attached for additional names and addresses):**

Name: _____

Address line 1: _____

Address line 2: _____

City/State/Zip Code: _____

Delivery Information (please check):

- Send via Regular Mail
- Send via Expedited Shipment **and I have paid for this service at the Mailing Services website** (see below for additional information)

For Regular Mail: verification letters are sent via regular first class USPS at no cost to the student.
For Expedited Shipment: please visit the Mailing Services website at: www.luc.edu/regrec/payments , select from the options listed, credit card payment must be made on the Mailing Services website.

- Fax to (Note: we are unable to Fax "GPA" information): _____ Attention: _____
- E-mail to (Note: we are unable to E-mail "GPA" information): _____
- Student Pickup, WTC within 1-2 business days at The Office of Registration & Records.
- Student Pickup, LSC within 1-2 business days at Sullivan Center (HUB)

Share any additional information that would be helpful to this request:

Signature: _____ **Date:** _____

Please note: Unsigned requests cannot be processed. SSN# and Date of Birth not needed if Student ID is provided.