

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.*

**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 \_\_\_\_\_