

Enrollment Verification Letter Request

Letter options available:

Name of Letter	Includes	Best Use
Academic Standing Letter	Enrollment Letter with academic status (Good Standing, Probation, etc.)	Proves academic standing, often requested for scholarship or discount purposes
Address Letter	Enrollment letter with current address Mercy has on file	Often used for department of housing or apartment agreements
Basic Enrollment Letter	Enrollment letter with enrollment status and dates	General purpose letter with limited information
Completion Letter	Enrollment letter with degree program, major, expected graduation term	For students pending degree conferral who need it for work or another school. Helpful with Jury Duty summons .
Enrollment History Letter	Enrollment letter with all terms attended	Show entire enrollment history without requesting transcript
Program Verification Letter	Enrollment letter listing degree program, major	Prove enrollment in specific program
Schedule Letter	Enrollment letter with class schedule and number of credits	Use to adjust hours for work or internships

Steps

- [Go directly to the enrollment verification request form](#) **or** Log into Mercy Connect, click the ‘**Student Hub**’ button, then the ‘**Enrollment Verification Request**’ link.
- From the menus select the **term, letter option**, and **number of copies** needed, and click **Continue**.
- Select your **address** on file to mail the letter **or** Enter a **fax number** **or** Enter a different address so that the letter can be mailed to a third party **or** Enter an **email address** in the “Issued to” field, if you would like the letter emailed.
- A confirmation message will be displayed when completed, and your request will be sent to the Office of the Registrar.