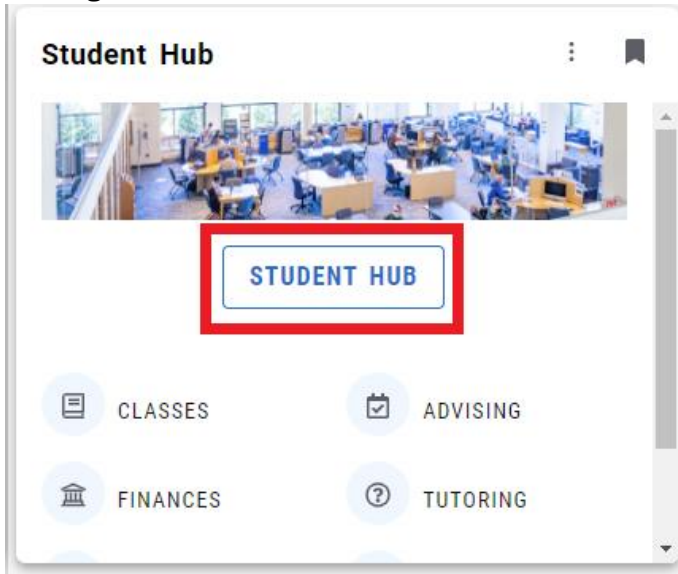


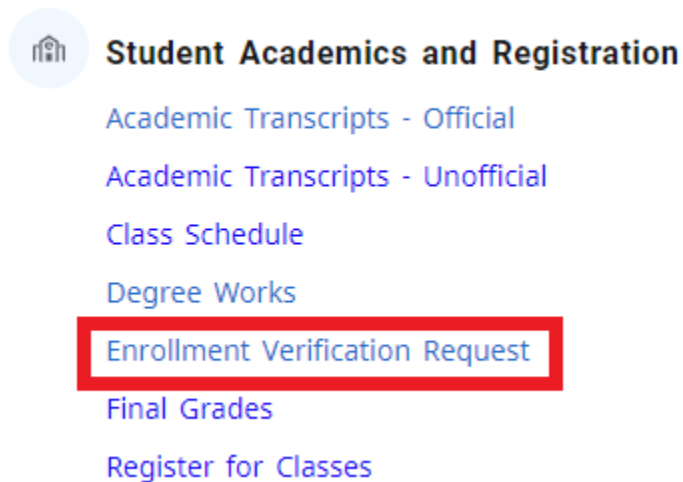
Enrollment Verification Letter Request

You are now able to submit a request for an enrollment verification letter through Mercy Connect.

- [Click here to go directly to the enrollment verification request form.](#)
- This form can also be accessed by:
 1. Logging into [Mercy Connect](#)
 2. Clicking the 'Student Hub' button:



3. Clicking the 'Enrollment Verification Request' link:





- Once on the form, you will select the term, letter type, and number of copies desired.

Student • Enrollment Verification

Enrollment Verification

Enrollment Verification Request

Term *

Fall 2022 Semester

Verification Type *

Address Letter

Number Of Copies (1 - 99) *

1

Continue

- After selecting Continue, you may:
 1. Select your address on file to mail the letter
 2. Enter a fax number or
 3. Enter a different address so that the letter can be mailed to a third party. **If you would like the letter emailed, please enter an email address in the “Issued to” field.**

① Select an address where your enrollment verification should be delivered by choosing one of your stored addresses, or by entering a fax number or some other address.

One of your Addresses

OR

Fax

Area Code

Number

OR

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Zip or Postal Code

Nation

Issued To

Back

Continue

- Once you submit your request, a confirmation message will be displayed and your request will be sent to the Office of the Registrar.