Office of the Registrar
Enrollment/Degree Verification Request Form

Enrollment certification letters are official verification of your enrollment status at the College of Biblical Studies. These letters can assist in verifying your enrollment status to insurance companies, lenders, or other agencies. A standard enrollment certification letter includes the student’s name, and a summary of the student’s enrollment history for the term(s) requested. A degree certification includes dates of attendance, academic program, and degree(s) awarded by CBS. Other information can be included upon request: student’s date of birth, cumulative gpa, semester gpa, and good academic standing. Enrollment certification requests will be completed within approximately two business days.

Name: ___________________________________________ CBS ID: __________________

PLEASE PRINT Last Name First Name  Middle Name

E-Mail: ___________________________________________ Phone Number: ______________________

Type of Letter Requested (check one):
☐ Enrollment Verification Attendance:  ☐ Currently Enrolled or  ☐ Attended: Semester_________ Year__________

☐ Degree Verification Degree ___________________________ Graduation Date __________________________

OPTIONAL ENROLLMENT CERTIFICATION DETAILS (check all that apply)
☐ Good Academic Standing  ☐ Date of Birth
☐ Cumulative Grade Point Average  ☐ Semester GPA

Number of Copies _____________

Mail to: (First class, Regular U.S. P.S.)

________________________________________________________________________

Address Line 1

Address Line 2

City State Zip Code

Fax Letter to:  Attention: __________________________________________________________

Fax #: _________________________________________________________

Signature of Student ___________________________________ Date ________________

Please mail, fax, or bring the completed form to:

Office of the Registrar
The College of Biblical Studies
7000 Regency Square Blvd.
Houston, TX 77036-3211

FAX: (832) 252-4698

FOR OFFICE USE ONLY
Processed by__________ Date_______