

ENROLLMENT/GRADUATION VERIFICATION FORM

OFFICE OF THE REGISTRAR/STUDENT SERVICES



Financial obligations outstanding to the university, illegible forms, or outdated contact information will cause delays.

Roseman University participates in National Student Clearinghouse that allows third parties to [verify enrollment](#) online.

Lender must use the electronic process first (if possible) prior to submitting this form (a fee currently applies for this service).

STUDENT/ALUMNI CONTACT INFORMATION				Student ID #
Last Name			First Name	MI
Previous Name (if any)				Home Phone number
Address			City	State
Student Email			@student.roseman.edu	Alternative E-mail address
				Cell Phone number
			Zip	Date of Birth

CAMPUS AND PROGRAM INFORMATION					
HENDERSON CAMPUS		SOUTH JORDAN CAMPUS			
DENTAL: DMD Class of 20 ____	MBA: MBA Class of 20 ____	NURSING: ABSN: Feb, 20 ____ July, 20 ____ Aug, 20 ____ Oct, 20 ____	BSN Class of 20 ____ RNBSN Class of 20 ____	PHARMACY: Pharm Class of 20 ____ Pharm/MBA Class of 20 ____	WITHDREW: Year Withdrawn: 20 ____
ORTHO: AEODO Class of 20 ____ Intern Resident					

VERIFICATION TYPE/QUANTITY <i>(list quantity of each in blank provided below)</i>	
(#) ____ Enrollment Verification Letter	This verification is for or to include (check all that apply): Jury Duty (attach jury summons) Childcare Academic Standing (no GPA)
(#) ____ Graduation Verification Letter	

PROCESSING <i>(RUHS not responsible for lost or misdirected mail/fax)</i>			
Pick-up		Encrypted Email to Roseman Student Email	
		Mail/Fax to recipient(s) below:	
Recipient 1	Recipient 2	Recipient 3	
Name:	Attn: _____	Attn: _____	Attn: _____
Address:	_____	_____	_____
Fax#:			

I understand by signing this form the information is complete and correct. If any of the above information changes while in attendance at Roseman University, I will contact the Registrar/Student Services office immediately by completing a new form.

STUDENT/ALUMNI HAND SIGNATURE: _____ DATE: _____

Hand-signature required – Electronic signature not accepted

SUBMISSION OPTIONS	Fax: (702) 968-1643	Email: registrar@roseman.edu		
<ul style="list-style-type: none"> IN PERSON: Option 1: Bring completed form to the Registrar's Office (after having paid online – if official transcript request). Online payment available at: https://roseman.diamondmindinc.com/ - Note the processing fees associated with electronic payment Option 2: Take Form to the Bursar's Office to make payment then bring to Registrar's Office. BY FAX: Fax completed form and payment confirmation (after having paid online) link above to (702) 968-1643 BY EMAIL: Email completed form and payment confirmation (after having paid online) link above to registrar@roseman.edu BY POSTAL MAIL: Mail form to the respective campus address (after having paid online) link above or with other form of payment (<i>not cash</i>) to: <table border="0"> <tr> <td>HENDERSON CAMPUS: Roseman University of Health Sciences Registrar/Student Services – Transcript Request 11 Sunset Way Henderson, NV 89014</td> <td>SOUTH JORDAN CAMPUS: Roseman University of Health Sciences Registrar/Student Services - Transcript Request 10920 S. River Front Parkway South Jordan, UT 84095</td> </tr> </table> 			HENDERSON CAMPUS: Roseman University of Health Sciences Registrar/Student Services – Transcript Request 11 Sunset Way Henderson, NV 89014	SOUTH JORDAN CAMPUS: Roseman University of Health Sciences Registrar/Student Services - Transcript Request 10920 S. River Front Parkway South Jordan, UT 84095
HENDERSON CAMPUS: Roseman University of Health Sciences Registrar/Student Services – Transcript Request 11 Sunset Way Henderson, NV 89014	SOUTH JORDAN CAMPUS: Roseman University of Health Sciences Registrar/Student Services - Transcript Request 10920 S. River Front Parkway South Jordan, UT 84095			

PROCESSING
<p>Normal processing is 7 business days from the submission date OR the day the grade is posted. Processing times may be longer during peak periods.</p> <ul style="list-style-type: none"> We do not provide expedited processing. We do not email official transcripts. We cannot provide transcripts from your previous institutions. An email confirmation will be sent to your student email address when the request has been processed.

REGISTRAR'S OFFICE USE ONLY

YES NO Contact Update Form submitted with this form on date listed above OR Contact Update Form submitted on the following date _____