

Office of the Registrar

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E-mail or Pick-up:

[registrar@ksu.edu](mailto:registrar@ksu.edu)  
Office of the Registrar  
118 Anderson Hall  
Manhattan, KS 66506

[salinaregistrar@ksu.edu](mailto:salinaregistrar@ksu.edu)  
Salina Registrar's Office  
2310 Centennial Rd  
Salina, KS 67401

**STUDENT DETAILS:**

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*A Self-Service Verification of Enrollment is available in the KSIS Student Center by opening the "other academic" list box and clicking on "Enrollment Verification". If you need a verification generated from our office, please return a completed form to the address below or visit our office with a valid ID.*

Student Name: \_\_\_\_\_ K-State ID: \_\_\_\_\_  
Last Name, First Name, MI

Current Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

*PLEASE NOTE: Depending on the Time of Year, these requests can take a minimum of five (5) to seven (7) business days (excluding weekends and holidays) to generate during normal working times.*

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\*If anticipated date of graduation is needed on the verification, please indicate below including the semester you plan to graduate.

Anticipated date of graduation is needed. The semester I anticipate graduating is: \_\_\_\_\_

Include K-State Overall Cumulative Grade Point Average (GPA)

**Select an option:**

E-Mail to: **Preferred OPTION**

Recipient: \_\_\_\_\_

Recipient E-mail: \_\_\_\_\_

Pick-up: *You will be e-mailed at the address indicated in the student section above once the Verification of Enrollment is available for pick-up.*

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**Privacy Notice**

*Please be aware that Kansas State University will be processing your personal data. Kansas State's Privacy Notice details the nature and purposes of that processing and is available for your review [here](#).*

*Kansas State will be processing your personal data because it furthers our performance, or preparation for performance, of a contract or agreement to provide educational and other services to you.*

*Kansas State's Privacy Notice sets forth in detail your rights with regard to Kansas State's processing of your personal data. These rights, to the extent applicable, include the right to request access to your personal data and the rectification of inaccurate data, the erasure or the restriction of processing of your data in certain circumstances. You may exercise these rights by contacting Kansas State using the following email address: [gdpr@ksu.edu](mailto:gdpr@ksu.edu).*