HUB: Enrollment Verification

The Student Center is a self-service page that provides students an entry to the HUB. Along with MyUB, it provides navigation to tools and information that are important to you. To reach the Student Center click the Student Center tab from MyUB. In this tutorial we will review how to obtain an Enrollment Verification. Students should see the Office of the Registrars Enrollment and Degree Verification web page for more information.

An enrollment verification is an official document that can be used whenever verification of student enrollment status is required for scholarship purposes, medical coverage, jury duty, car insurance, etc. It does not include individual course or grade information and does not provide GPA.

Enrollment verification through the National Student Clearinghouse includes term start date, term end date, enrollment status (full-time, half-time, less than half-time), expected graduation date, status effective date, and the date certified by UB for current and historical enrollment.

Organizations (such as health insurance companies and prospective employers) can request enrollment verification directly from the National Student Clearinghouse at www.enrollmentverify.org. Select the “Verify Current Enrollment” option in the middle of the page after logging on to the site and complete the information requested. A fee of $2.50 is charged by the Clearinghouse for this service.

Students who have been at UB since Spring 2011 and later can generate an Enrollment Verification Certificate via the National Student Clearinghouse for free. To do so, log on to your HUB Student Center (via MyUB), within the Academics section, select Enrollment Verification (within the “other academic...” drop down menu). Follow the link to the National Student Clearinghouse Student Self-Service site.

Parents and former students may generate and print an Enrollment Verification Certificate via the web at http://www.studentclearinghouse.com. Select the “Verify Current Enrollment” option in the middle of the page after logging on to the site and complete the information requested. A fee of $2.50 is charged by the Clearinghouse for this service.

If the organization requesting verification has its own form, students or parents should complete the portion of the form with their information and then attach the Enrollment Verification Certificate from the Clearinghouse or an official transcript. The University at Buffalo does not complete such forms.

Loan Deferment

Enrollment Verification Certificates should not be used for deferment purposes. Most lenders and loan servicing organizations that participate in the National Student Clearinghouse also participate in our paperless deferment process. With this process, no paper forms need to be completed by either students or schools. Students must simply call their servicer to request deferment. The servicer then posts a deferment to the student’s account after the student’s verbal order is confirmed with the National Student Clearinghouse.

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Within the Academics group area, there is a drop box that says "other academic...". Click that drop down box and select "Enrollment Verification". Then click the Go button.

You will then see the Request Enrollment Verification page. Click on the link entitled "National Student Clearinghouse (NSC) Student-Service Web Site".

A new window will open. Please ensure that your pop-up blocker is set so that you receive pop-up windows.
The Student Clearinghouse will allow you to do the following. Simply click the links based upon your needs.

- Obtain an enrollment certificate
- Obtain a Good Student Discount Certificate
- View the enrollment information on file with the Clearinghouse
- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the proofs of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products
- View specific information about my student loans at LoanLocator

Current and former students can also obtain proof of enrollment by requesting an official transcript. Transcripts should also be used if the organization is requesting additional information, such as GPA.

If the organization requesting verification has its own form, students or parents should complete the portion of the form with their information and then attach the Enrollment Verification Certificate received from the Clearinghouse or attach an official transcript. The University at Buffalo does not complete such forms.

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Obtain an Enrollment Certificate
Select this option to print and mail to a health insurer or other company that request proof of your enrollment. You can select from two options; Current enrollment or All enrollment. A new window will pop up with an image similar to the following:
Obtain a Good Student Discount Certificate

You can obtain a Good Student Discount Certificate to print and mail to an auto insurer or other company that request proof of your status as a good student for the current term. Upon clicking that link a new window will appear with an image similar to:
**Enrollment Information on File**

You can view what enrollment information is on file with the Clearinghouse. A new window will pop up and you’ll see the following information. This initial screen only shows information for the last two years. Notice on the bottom of the screen, there is a link for “All History” that will show all enrollment information collected by the National Student Clearinghouse.

![Enrollment Data Table]

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Student Loan Deferment Notifications
You can view all student loan deferment notifications that the Clearinghouse has provided to your loan holders (lenders and guarantors). When you click that link, you will see the following similar image:

![Similar Image]

Proof of Enrollment
You can view the proof(s) of enrollment that the Clearinghouse has provided to your health insurers and other providers of student services or products.

View Specific Information about my Student Loans
You can also view specific information about your student loans. A new window will pop-up that looks like:

![Specific Information]

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