



**PENSACOLA
CHRISTIAN
COLLEGE®**

P.O. BOX 18000 • PENSACOLA, FL 32523-9160

PROOF OF ENROLLMENT LETTER

Name of student to be verified:

Person requesting verification (if different than student name):

LAST/FIRST/MIDDLE

LAST/FIRST

PCC ID #

RELATIONSHIP

TODAY'S DATE

DAYTIME TELEPHONE #

ENROLLMENT LETTER FEE

(must be paid in advance)

For mailing or e-mailing an enrollment letter, there is no charge.

Regular Fax: \$2.00 for the first page and \$1.00 for each page thereafter.

ADDITIONAL SERVICES

UPS Overnight Express Processing: \$25.00

Request must be received by noon (Central Time) to ensure same day service.

Express Fax Processing: \$25.00

Request must be received by noon (Central Time) to ensure same day service.

Same Day Pick-Up: \$25.00

Request must be received by noon (Central Time). Letter will be ready for pick-up at the Records Office by 3:00 p.m.

There is a 3 – 5 business day processing time for enrollment letters.

Regular Mail Send to PCC Box _____ Regular Fax

ADDITIONAL SERVICES

UPS Overnight Express Express Fax Same Day Pick-Up

Check only applicable Items:

Current semester needed, if other please specify _____

Verification for health/car insurance

Policy Holder Name _____

Policy Number _____

Verification for loan

Loan ID Number _____

Student signature **required** for the following:

GPA

Class Schedule

Social Security Number

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STUDENT SIGNATURE

TODAY'S DATE

Need enrollment letter every semester

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Please include your Visa®, MasterCard®, or Discover® card number with the expiration date *only* when requesting fax or express services.

Send to: (please check and fill out only one of the following)

Mail: Name _____

Address _____

City/State _____

Zip/Postal Code _____

Fax: _____

ATTN: _____

E-mail Address _____

Recipient _____

Mail to:

**Pensacola Christian College
ATTN: Records Office
P.O. Box 18000
Pensacola, Florida 32523-9160**

Fax to:

(850) 479-6552

E-mail to:

recordsoffice@pcci.edu

Records Office Use Only:

Current Semester Hours _____ RH TOWN

Begin Date _____ Major Code _____

Anticipated Grad Date _____

Date Sent _____