

# Verification Policy

The Office of the Registrar is pleased to provide verification letters as a service to the students and alumni of Valparaiso University. Below are the policies and parameters of this service.

All verification requests are made through [DataVU](#) under the Enrollment Verification menu. Instructions on how to request a Verification Letter for both current students and alumni may be found [here](#). Please note that all verification requests must be submitted with an original signature on the Verification Request form. FERPA (Family Educational Rights and Privacy Act of 1974) prohibits the release of your information without a written signature. Verification Letters that are requested for pick-up must be retrieved by the student; another individual may not pick-up your Verification Letter.

Third parties, such as insurance agencies or employment agencies, are encouraged to use the National Student Clearinghouse to verify student data (enrollment or degree verification). The URL is: [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

Please be aware that any privacy holds (including any financial obligations, collection holds, or other holds) will prevent the verification of your information—whether requested directly by the student or via the National Student Clearinghouse. In no case will we release a letter directly to a student, if they have an obligation to another department at Valparaiso University.

Verification letters that are being issued to a student will have an “Issued to Student” watermark. Additionally, there will be no addressee other than “To Whom This May Concern” on Verification Letters issued directly to students. Verification Letters issued directly to a student will either be emailed to the student’s Gmail@Valpo account in a pdf format or will be sealed in an unaddressed envelope to be picked up at the Office of the Registrar. Verification Letters being directly issued to a student will not be mailed.

Verification Letters for a third party, if processed by Office of Registrar staff, will require either a direct email address or mailing address and will be sent directly to that address. The Office of the Registrar will not include or verify student address information or supply a complete list of courses taken by the student on any enrollment Verification Letter. If submitting an insurance form, loan deferment form, guest student application, or other document for verification by the Office of the Registrar, these forms must be accompanied by Valparaiso University’s Verification Request form.

Data that can be requested for inclusion in a verification letter for current students include:

- Credit hours in which the student is currently enrolled;
- Academic program of study;
- Full-time, part-time status;
- Good standing (Y/N);
- Cumulative GPA; and
- Anticipated graduation date.

All of these data will be specified as being point-in-time as of the date of the request.

Data that can be requested for inclusion in a Verification Letter by alumni include:

- Total credit hours taken;
- Academic program of study/degree/major;
- Cumulative GPA; and
- Graduation date.

Specific coursework, class listings, and/or the articulation of how specific courses are applied to a student’s degree requirements will not be provided to alumni or students since this data are included on their official transcript, the

Academic Course Record of current students, or the Statement of Equivalency provided to transfer students upon their entry to the university.

The Office of the Registrar has been working with the Office of International Programs regarding the needs of some international students that are specific to their Embassies or governmental institutions and is creating templates for data for those specific entities and purposes.

Verification of permission/transfer credit will be sent directly to the requesting university. Courses not present in the Transfer Equivalency Database must be evaluated and approved by the proper Valparaiso University academic department. Transfer credit is predicated on a grade of C- or higher in approved courses.

If a verification has been held in the Office of the Registrar for over 30 calendar days due to an obligation to the university by the student or alum, the request will be filed and a new request will need to be submitted.

September 1, 2015, Effective Immediately

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Updated March 2017

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