

Enrollment Verification Letter Request

You are now able to submit a request for an enrollment verification letter through Mercy Connect.

- [Click here to go directly to the enrollment verification request form.](#)
- This form can also be accessed by:
 - Logging into [Mercy Connect](#)
 - Selecting Administrative Services → Student Tab → Enrollment Verification Request Form
- **Note: If you would like the letter emailed, please enter the appropriate email address in the “Issued To” field when prompted to enter your address information.**
- Once on the form, you will select the term, letter type, and number of copies desired.

The screenshot shows a web interface for an enrollment verification request. At the top, there is a breadcrumb trail: "Student • Enrollment Verification". Below this is a header section titled "Enrollment Verification". The main content area is titled "Enrollment Verification Request" and contains three dropdown menus and one text input field. The first dropdown is labeled "Term *" and has "Fall 2022 Semester" selected. The second dropdown is labeled "Verification Type *" and has "Address Letter" selected. The third dropdown is labeled "Number Of Copies (1 - 99) *" and has "1" selected. Below these fields is a blue "Continue" button.

- After selecting Continue, you may:
 1. Select your address on file to mail the letter
 2. Enter a fax number or
 3. Enter a different address so that the letter can be mailed to a third party. **If you would like the letter emailed, please enter an email address in the “Issued to” field**

① Select an address where your enrollment verification should be delivered by choosing one of your stored addresses, or by entering a fax number or some other address.

One of your Addresses

Select

OR

Fax

Area Code Number

OR

Street Line 1

Street Line 2

Street Line 3

City

State or Province

Select

Zip or Postal Code

Nation

Select

Issued To

- Once you submit your request, a confirmation message will be displayed and your request will be sent to the Office of the Registrar.