

## **Proof of Enrollment / Enrollment Verification**

Enrollment Verifications serve as proof of your status as a student at SUNY Maritime College. You may be asked to provide proof of enrollment to an insurer, government entity, or other organization in order to receive certain benefits.

SUNY Maritime College authorizes the National Student Clearinghouse (NSC) to provide enrollment verification information for all students. Students may obtain proof of enrollment/enrollment verification from the **National Student Clearinghouse (NSC)** via Maritime Self Service.

### **Enrollment Certificate**

Official Enrollment Certificates for a semester through the NSC are generally available for Fall/Spring semesters **beginning the third week of classes** (after the add/drop period). To obtain an Enrollment Certificate, please follow the steps below:

- Login to your Maritime Self Service account.
- Click on the **Student** tab.
- Select **Student Records**.
- Select **Enrollment Verification (NSC)**
- You will then be brought to the NSC website. Select either “*Current Enrollment*” for a certificate of enrollment for the current term, OR “*All Enrollment*” for a certificate reflecting current and all prior term enrollment.
- Then click on **Obtain an Enrollment Certificate**.

You may print as many certificates as you wish and send them to the respective agency seeking proof of your enrollment.

### **Advanced Registration Certificates**

Advanced Registration Certificates will also be available to students registered for a subsequent semester approximately **three weeks prior to a semester start**. To obtain an Advanced Registration Certificate, follow the instructions above and select the **Advanced Registration Certificate** option instead.

**Note:** In most cases, companies will accept the NSC enrollment certificate as proof of your enrollment. In some exceptional cases, you may need the Office of the Registrar to provide a specific letter of enrollment to a company. For these situations, you will need to complete an ***Enrollment Letter Request Form*** and submit to the Registrar’s Office for processing.