Office of the Registrar

Enrollment Verification Request

1. Log into Onestop.

Austin Peay State University

| Username |
| Password |

☐ Keep me signed in

Sign in

USERNAME: Refer to AP Self Service for username

PASSWORD: The first time only will be ApA and the 8-digit A# or birth date (MMDDYY)

Then click on: Sign in

2. Click on Student Web Self Service.

3. Under "Student Records," click on Enrollment Verification.

Student Records

Personal Information
View Academic Transcript
Request Official Transcript
Change or Declare Major, Concentration, and/or Minor
Enrollment Verification
Enrollment Verification Request Status
Graduation Application
View Graduation Application
Transfer Evaluation
Transfer Course Equivalencies
FERPA Release of Confidential Information Form
FERPA Cancelation Form

4. Fill out the information and submit the request. Click continue.

Enrollment Verification

Enrollment Verification Request

Term *

> Select   ⌄

Verification Type *

> Select   ⌄

Number Of Copies (1 - 99) *

> 1

> Continue

5. Select the preferred delivery method. Click continue.

Enrollment Verification

Enrollment Verification Delivery

Delivery Method

| Select | ^ |

| **None** |
| Fax/Email |
| Standard Mailing |

6. Select an address or leave Address option as "None" for fax/email delivery option. Enter fax number or place your student email address in "Street Line 1."

Enrollment Verification Address

ⓘ 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. For email, please add email address to Street Line one.

One of your Addresses

None

OR

Fax

Area Code **Number**

OR

Street Line 1

Street Line 2   **Street Line 3**

City

State or Province   **Zip or Postal Code**

Select

Nation   **Issued To**

Select

| Back | Continue |

7. Click continue. Review Request Summary. Click Submit Request. Your request will be processed in 3-5 business days.