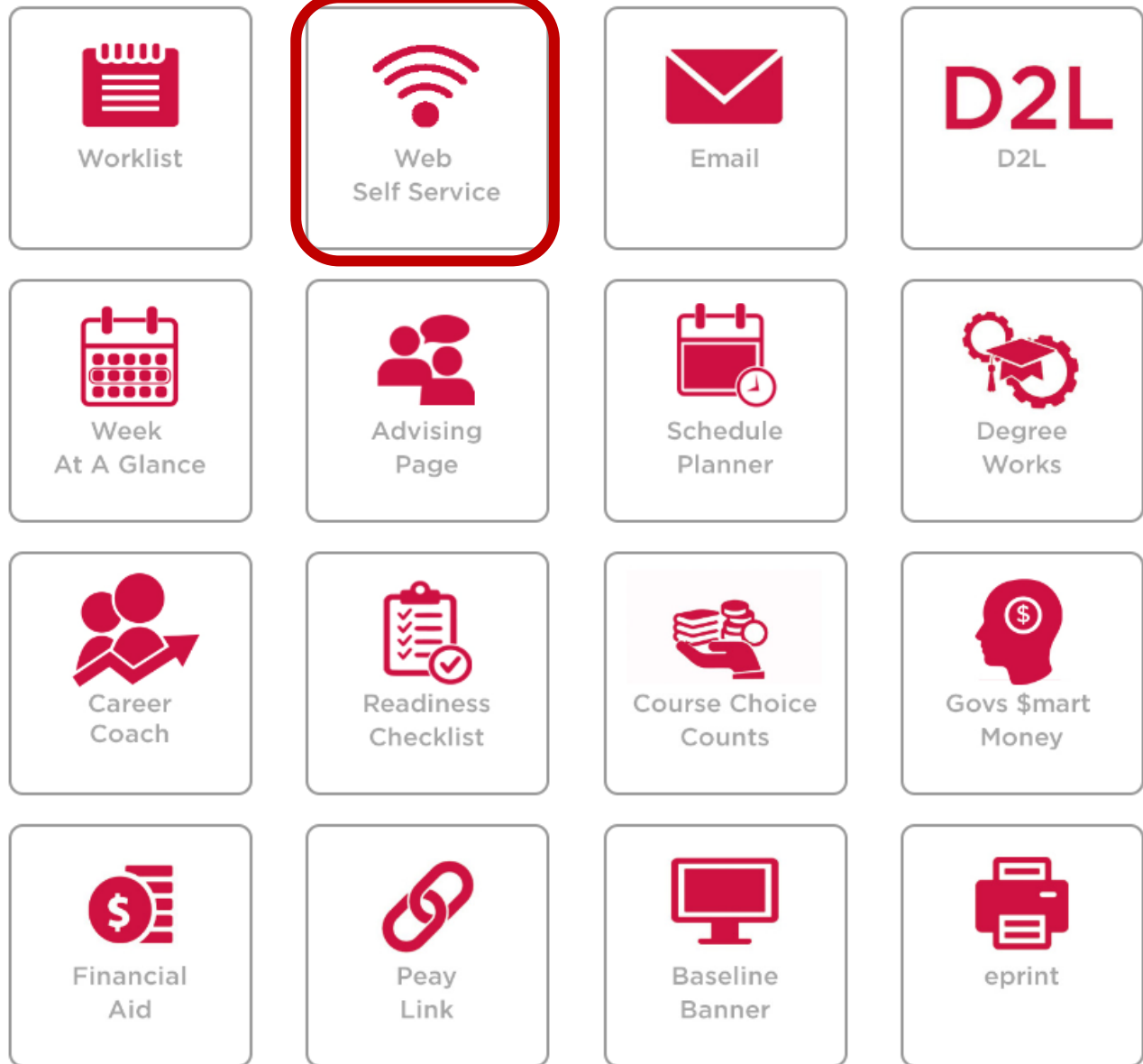


Enrollment Verification

Step 1. Click the 'Web Self Service' tile



Enrollment Verification

Step 2. Click the 'Student' link

Personal Information **Student** Financial Aid and Veterans Affairs

Main Menu

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are finished. When using a public c

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student

Apply for Admission, Register, View your academic records

Financial Aid and Veterans Affairs

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

Faculty and Advisors

Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Information Technology Requests

View and Submit Information Technology Forms and Requests

Upload Admissions Documents

Upload Documents that need to be submitted to the Office of Admissions

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Step 3. Click the 'Student Records' link

Student



APSU uses students' Office 365 address for all official university email.

Admissions

Apply for Admission or Review Existing Applications

Registration

Check your registration status, class schedule and add or drop classes, withdraw from University

Readiness Checklist

Find out whether you're good to go for the upcoming semester

Student Records

View your holds, grades and transcripts

Student Account

View your account, tax information, confirm enrollment and make credit card payment



Student Surveys

First Destination Survey

Course Evaluations

NEW!

Travel System

Travel System

FERPA Release of Confidential Information Forms

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Enrollment Verification

Step 4. Click the 'Request Enrollment Verification' link

Student Records

[Academic Transcript](#)

[Apply for Graduation](#)

[How to apply for Graduation](#)

[Commencement Participation Sign-Up](#)

[Attendance Reporting](#)

[Class Schedule](#)

[Change or Declare Major, Concentration and/or Minor](#)

[How to Change Major](#)

[Course Catalog](#)

[Degree Evaluation](#)

[How to Generate a What- If analysis](#)

[Final Grades](#)

[Midterm Grades](#)

[Request Official Transcript](#)

[How to Request Transcript](#)

[Request Secure Electronic Transcript](#)

[Request Printed Transcript](#)

[Request Enrollment Verification](#)

[Student GPA](#)

[Transfer Evaluation](#)

[How to View Transfer Evaluation](#)

[Transfer Course Equivalencies](#)

[View Holds](#)

[View Status of Transcript Requests](#)

[View Student Information](#)


[View Lottery Eligibility](#)

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Enrollment Verification

Step 5. Fill out the information and submit the request. Processing time for Enrollment Verification is 3-business days for each request.

Enrollment Verification Request

 Select a term for, and type of, enrollment verification.

* indicates required field

Term: *

Verification Type: *

Number of Copies: *

Step 6. Select the delivery method you prefer

Enrollment Verification Delivery

Delivery Method:

- None
- Fax/Email
- Standard Mailing

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Enrollment Verification

Step 7a. If you choose FAX/E-mail... Follow the notes below—Click Continue—
Then Submit

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.

One of Your Addresses:

Keep this setting as 'None'

OR

Fax Area Code:

Fax Number:

OR

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Issued To:

For e-mail, put your
@my.apsu.edu e-mail in the
first 'Street Line 1'

Continue

Step 7b. If you select Standard Mailing—Choose 'One of your addresses' or fill
out the information of where you want it to go—Click Continue—Then Submit

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.

One of Your Addresses:

OR

Fax Area Code:

Fax Number:

OR

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Issued To:

Continue