



ENROLLMENT VERIFICATION AT TEXAS A&M UNIVERSITY - COMMERCE

If you are asked to provide official Enrollment Verification for your enrollment at Texas A&M University – Commerce, you may now obtain this information, in an official document, directly from your myLEO account at no charge!

Follow these steps to print your official Enrollment Verification document:

1. Log on to your myLEO account from the main web page
2. On your Welcome screen, look for the link titled “**View and print an enrollment certificate for proof of enrollment**” show under the myLEO section. Click on this link.
3. You will automatically be directed to the National Student Clearinghouse Student Self-Service Site.
4. From this webpage, you will be able to select the option you wish.
5. Be sure and LOG OFF when you have completed your request!

Here is an example of the official document that you can print:

National Student Clearinghouse 13454 Sunrise Valley Drive, Suite 300 Herndon, Virginia 20171 PH (703) 742-4200 FX (703) 742-4239 www.studentclearinghouse.org	IMPORTANT: If you are forwarding this certificate to a 3 rd -party, we advise that you print your policy, account or other identifying information on each page. <hr/> Policy/Acct. Holder Name <hr/> Policy/Account/Group or Other ID #																																		
<h3>Enrollment Verification Certificate</h3>																																			
Transaction ID#: 008863595																																			
Date/Time Notified: 08/29/2007 09:16 EST																																			
The National Student Clearinghouse as Authorized Certifying Agent for																																			
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verifies the enrollment below for																																			
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If you have any difficulty, please let us know - we're here to help you!

The Office of the Registrar - 903-886-5071