

To Whom It May Concern:

The Registrar's Office at the University of Delaware does not complete forms or generate customized letters verifying information otherwise available on an official academic transcript, enrollment or degree verification, or student account/billing statement. Please see below for a list of common requests and how to obtain documentation for each. You may print this letter as proof of the university policy.

Order an official transcript from the National Student Clearinghouse at <https://udel.edu/udsis> (current students) [www.getmytranscript.com](http://www.getmytranscript.com) (former students) for:

- **Degree verification**
- **Academic/enrollment information**
- **Letter of "good standing" or academic eligibility to return to the university** – the official transcript documents the grade point average (GPA) and any probationary/academic dismissal status. Good Standing = 2.0 or higher GPA.
- **Transient Student Forms** (permission to take coursework at another college/university) – The official transcript is used to verify "good standing" and eligibility to return to UD; the institution you intend to study at should determine your eligibility to enroll. The University of Delaware does not require students to ask for permission to be transient students.
- **Common Application** – The academic information requested will be listed on an official transcript.

Obtain an [enrollment certificate](#) from the National Student Clearinghouse for:

- Health insurance
- Loans
- Outside scholarships
- Anticipated graduation date
- Term start/end dates
- Enrollment verification/status

Obtain a [Good Student Discount Certificate](#):

- Provide to auto insurer or other companies that request proof of your status for available discounts.

View the [enrollment information on file](#) with the National Student Clearinghouse:

- View how the University of Delaware has reported your enrollment information to the National Student Clearinghouse.

**General Information:**

- English is the language of instruction at the University of Delaware.
- GPA is not weighted at the University of Delaware.
- The University of Delaware does not maintain class rank information.
- The University of Delaware does not provide character references for students.
- Student conduct inquiries should be directed to the Office of Student Conduct at [communitystandards@udel.edu](mailto:communitystandards@udel.edu).
- The Assistant Dean of your college bears the responsibility of clearing students for graduation. Requests for letters verifying a student has met the requirements for graduation prior to degree conferral should be directed to your [Assistant Dean's Office](#).

If your request does not fall within these parameters, please contact the Registrar's Office at 302.831.2131 or [registrar@udel.edu](mailto:registrar@udel.edu).



Carolyn Quinol  
University Registrar