

Bloomsburg University is pleased to announce that all third party verifications will be handled by the National Student Clearinghouse. This online application gives you 24/7 capability to obtain your enrollment certificate. You no longer need to call or mail any forms to the Office of the Registrar at Bloomsburg University. Provided below are the instructions to obtain your enrollment certificate.

## **BLOOMSBURG UNIVERSITY ONLINE STUDENT SELF-SERVICE ENROLLMENT VERIFICATION**

The National Student Clearinghouse enables students to:

Print a certificate of enrollment that can be sent to a health insurer, housing provider, or other student service provider.

View enrollment information that may have been provided to a service provider.

View electronic notifications and deferment forms that have been sent to lenders, servicers, and guarantors.

View a list of lenders and link to real-time student loan information detail, such as outstanding principal balance and the next payment due date that some lenders provide.

You can access the self-service enrollment verification link through the Office of the Registrar website: [www.bloomu.edu/registrar](http://www.bloomu.edu/registrar) and clicking on “Student Resources” then Verify Enrollment Tool.

This information is normally updated approximately two weeks before each semester.



BU Home

Registrar Home

New Students

Building / Course Info

FERPA

Graduation

Summer College

Act 48 Teacher Certification Form

Transcript Request

Transfer Credit

## Office of the Registrar



Central office for student scheduling and registration, commencement, college transcripts, academic classroom scheduling, undergraduate degree clearance, enrollment verifications, as well as issuing military credit and veterans affairs and posting transfer credits.

### Important Enrollment Dates by Semester

[Fall 2010](#) | [Spring 2011](#) | [Official University Academic Calendar](#)  
[Course Withdrawal Tool \(Tutorial\)](#)

Last day to withdraw from a course is Nov 5, 2010

### Midterm Grade Information

FRESHMAN - if you have 30 credits or less and you may have received a midterm grade, they are NOW available to view on STINF. It is your responsibility to check STINF to see if a midterm grade has been posted for

### How to find us

150 Warren Student Services Center  
[Office Staff Directory](#) | (570) 389-4263

Office hours:  
Fall/Spring — M-F, 8 a.m. to 4:30 p.m.  
Summer — M-F, 8 a.m. to 4 p.m.

### Student Resources

Links and tutorials for enrolling, scheduling, withdrawing, forms, network tools, etc.  
[Student Resources Page](#)

### Faculty Resources

Links and tutorials for key dates, exam and grading, policies, forms, network tools, etc.  
[Faculty Resources Page](#)

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## Student Resources

### Network Tools

- o [STINF](#) | [STINF Instructions](#) | [About STINF](#)
- o [Search available classes](#)
  - o [Fall 2010 Course Schedule \(PDF\)](#)
  - o [Spring 2011 Course Schedule \(PDF\)](#)
- o [Scheduling Timetable](#) - Beginning Oct 25.

### Scheduling and Enrollment Resources

- o [Scheduling and Enrollment Dates](#) - Fall 2010
- o [Scheduling and Enrollment Dates](#) - Spring 2011
- o [Verify Enrollment Tool](#) | [Tutorial for Verifying Enrollment](#)
- o Need to withdraw from a course?  
Use the [course withdrawal tool](#) | [Tutorial here!](#)

### Academic and Student Information

### How to find us

150 Warren Student Services Center  
[Office Staff Directory](#) | (570) 389-4263

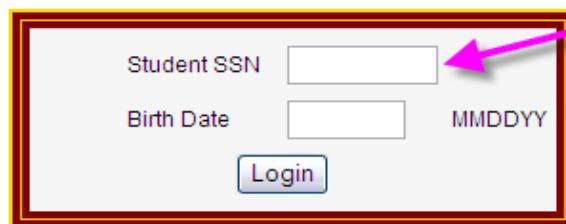
Office hours:  
Fall/Spring — M-F, 8 a.m. to 4:30 p.m.  
Summer — M-F, 8 a.m. to 4 p.m.

### University Resources

- [Academic Advisement](#)
- [Business Office/Student Accounts](#)
- [Financial Aid](#)
- [Internship Opportunities](#)
- [Student Info Page - Main BU Website](#)
- [Tuition and Fees](#)

Next, enter your social security number and birth date to enter the Bloomsburg University secure website.  
Then, click “Login” to enter the National Student Clearinghouse Student Self-Service Site.

### Bloomsburg University National Clearinghouse Logon



**Warning:** This application is the property of Bloomsburg University and is protected by copyright laws. Any unauthorized use is strictly forbidden. Violators will be prosecuted to the fullest extent of the law.

Next, choose if you would like a certificate of current or all enrollment. You may also wish to view your enrollment information on file, loan deferment notifications and proof(s) of enrollment that the Clearinghouse has provided. Currently, the option to order an official transcript is not available.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with BLOOMSBURG UNIVERSITY.  
**IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.**

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment
  - All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order or track a transcript](#)
- [View](#) specific information about my student loans. **LoanLocator**



To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



**A copy of an enrollment certificate that you can print,  
will show up on the next page.**

**National Student Clearinghouse**  
13454 Sunrise Valley Drive, Suite 300  
Herndon, Virginia 20171  
PH (703) 742-4200 FX (703) 742-4239  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup>-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

# Enrollment Verification Certificate

Transaction ID#: 011007218

Date/Time Notified: 04/24/2008 11:46 EST

The National Student Clearinghouse as Authorized Certifying Agent for

**BLOOMSBURG UNIVERSITY OF PENNSYLVANIA**

verifies the enrollment below for

**Students Name goes here**

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
01/14/2008	05/09/2008	Full Time	08/27/2007	04/02/2008
08/27/2007	12/15/2007	Full Time	08/27/2007	01/02/2008

**\*\*THIS IS AVAILABLE TWO WEEKS BEFORE EACH SEMESTER BEGINS\*\***

## **Request Verification of Your Enrollment Status**

For health insurance, auto insurance, jobs, internships, etc.

***It's Easy to Do!***

### **Step 1 – Registrar's Website**

- ☞ [www.bloomu.edu/registrar](http://www.bloomu.edu/registrar)
- ☞ On the right side of the page, click on Student Resources, then under Scheduling and Enrollment Resources click on Verify Enrollment Tool.
- ☞ You are at the Bloomsburg University National Clearinghouse Logon.
- ☞ Enter your Social Security number and click Login
- ☞ Select “Current enrollment” or “All enrollment”
- ☞ Select “Obtain an enrollment certificate”
- ☞ Print the information you see on the screen by choosing the Print option on the browser. ***This is all you will need.***
- ☞ Log off the National Student Clearinghouse website
- ☞ Submit the enrollment verification to the agency requesting proof of your enrollment.

**If you need enrollment information for student loan purposes you need to send your forms to:**

**National Student Clearinghouse  
2300 Dulles Station Blvd  
Suite 300  
Herndon, VA 20171**

**If you mail or bring the forms in to the Registrar's Office we will only mail them to the National Student Clearinghouse for processing.**