

<http://intranet.bloomu.edu/registrar-students>

*Under Academic and Student Information*

*Add: Enrollment Verifications*

If you are in need of an Enrollment Verification for purposes such as; car insurance, health insurance, loans, etc. please follow the instructions below:

**Current BU students as well as former students that have activated their alumni accounts for MyHusky:**

1. Log into your MyHusky account.
2. Choose Enrollment Verification from the Other Academic drop down menu.
3. Click National Student Clearinghouse Login at the bottom of the page
4. This will direct you to the National Student Clearinghouse page.

The screenshot shows the National Student Clearinghouse website. At the top, there is a navigation bar with links for Help, Contact, and Home. Below this is a dark blue header with the text "NATIONAL STUDENT CLEARINGHOUSE" and "Student Self-Service Site BLOOMSBURG UNIVERSITY OF PENNSYLVANIA". A "Log Out" link is visible in the top right corner. Below the header is a "System Messages" section with an "Important Information" message: "Please be advised there may be delays or disruptions in processing transcript requests by institutions impacted by severe weather during this year's hurricane season. Please check the school's website for closure information." Below the message is a welcome text: "Welcome. This service is offered by the National Student Clearinghouse in cooperation with BLOOMSBURG UNIVERSITY OF PENNSYLVANIA. IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records." The main content area has the heading "Please select from the following options:" and lists several options with radio buttons: "Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment." (with sub-options for Current enrollment, All enrollment, and Advanced registration), "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.", and "View exclusive offers for college students". At the bottom of the page, there is a security notice: "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." and a VeriSign Trusted logo.

5. Click Current enrollment, All enrollment or Advanced Registration.  
\*Current and All Enrollment are for semesters that have already started or been completed.  
Advanced Registration is for an upcoming scheduled term that has not yet begun.\*
6. Click Obtain an enrollment certificate
7. The Enrollment Verification will open in a new internet browser window.

\*\*If you receive an error that the National Student Clearinghouse has not been updated, please follow the directions below.\*\*

**Former BU students that do not have access to their alumni accounts for MyHusky:**

1. Email [buregistrar@bloomu.edu](mailto:buregistrar@bloomu.edu) to request an enrollment verification

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2. Include your name, student ID number, what information you would like included in the verification as well as where the verification needs to be sent to (mailing address, fax number, email address).