

Request for Verification of Enrollment

Office of the Registrar

E-mail or Pick-up:

registrar@ksu.edu
Office of the Registrar
118 Anderson Hall
Manhattan, KS 66506

salinaregistrar@ksu.edu
Salina Registrar's Office
2310 Centennial Rd
Salina, KS 67401

STUDENT DETAILS:

A Self-Service Verification of Enrollment is available in the KSIS Student Center by opening the "other academic" list box and clicking on "Enrollment Verification". If you need a verification generated from our office, please return a completed form to the address below or visit our office with a valid ID.

Student Name: _____ K-State ID: _____
Last Name, First Name, MI

Current Address: _____ Date of Birth: _____

Phone Number: _____ E-mail: _____

Student Signature: _____

Date of Request: _____

PLEASE NOTE: Depending on the Time of Year, these requests can take a minimum of five (5) to seven (7) business days (excluding weekends and holidays) to generate during normal working times.

Select an option:

☐ E-Mail to: **Preferred OPTION**

Recipient: _____

Recipient E-mail: _____

☐ Pick-up: *You will be e-mailed at the address indicated in the student section above once the Verification of Enrollment is available for pick-up.*

Privacy Notice

Please be aware that Kansas State University will be processing your personal data. Kansas State's Privacy Notice details the nature and purposes of that processing and is available for your review [here](#).

Kansas State will be processing your personal data because it furthers our performance, or preparation for performance, of a contract or agreement to provide educational and other services to you.

Kansas State's Privacy Notice sets forth in detail your rights with regard to Kansas State's processing of your personal data. These rights, to the extent applicable, include the right to request access to your personal data and the rectification of inaccurate data, the erasure or the restriction of processing of your data in certain circumstances. You may exercise these rights by contacting Kansas State using the following email address: gdpr@ksu.edu.