



**Return to:**  
Pennsylvania College of Technology, DIF 114  
One College Avenue  
Williamsport, PA 17701-5799  
**Or fax to:** 570.321.5536

Student name \_\_\_\_\_

PCT ID \_\_\_\_\_ or Social Security number\* \_\_\_\_\_

**The following information will be verified:**

Name	Current enrolled degree(s)
Enrollment status	Expected date of graduation
Date(s) of attendance - past, current, future	Date of birth
Major(s)	Mailing address
Degree(s) conferred	Good standing statement

This letter is to be:

Picked-up in the Registrar's Office, Student & Administrative Services Center, Rm. 1020

Mailed to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faxed to \_\_\_\_\_ Attn: \_\_\_\_\_

If sending verification to an insurance company, please include the policyholder's name and identification number **or** include any additional information here:

\_\_\_\_\_  
\_\_\_\_\_

Requestor's name \_\_\_\_\_

Requestor's signature \_\_\_\_\_

\* The Registrar's Office requests your Social Security number for the purpose of verifying your identity with your official educational records. If you do not provide your Social Security or PCT ID number, the College cannot guarantee the authenticity of your educational records. The College will not disclose Social Security numbers to anyone outside of the College without an individual's consent except as mandated by law.

**Note:** We do not include PCT ID or Social Security number on the verification.