Enrollment Verification Request Via Student Self-Service

1. From the MaineStreet portal, click the **Student Self-Service** link.

   ![Student Self-Service](image)

2. Click the **Student Center** link to open the **Student Center**.

   ![Student Center](image)

3. In the **Academics** section of your **Student Center**, click on the drop-down arrow in the **other academic** field.

   ![other academic...](image)

4. Click on **Enrollment Verification** to select it.

   ![Enrollment Verification](image)

5. Click the **Go** button.

   ![Go](image)

6. On the **Request Enrollment Verification** page, click on the first drop-down arrow in the **Select Processing Options** section.

7. Click on the desired processing option to select it.

   ![Allow to Print from My Browser](image)

8. Click on the **Academic Institution** drop-down arrow.

9. Click on the institution you wish to process an enrollment verification for.

10. Next, you can choose to include any or all of the following options in the report:
    - **Include My Program and Plan**
    - **Include My Earned Degrees**
    - **Include My Term and Cum GPA**

11. In the **Select Desired term or leave blank for all terms** field, click on the drop-down arrow to lookup and select the term you wish to request an enrollment verification for or leave the field blank to include all terms you attended the institution.

12. In the **Enter Recipient Address Information** section, indicate if you want a copy of the report mailed to you.

13. When you select the **Send To My Address** option, your name will automatically appear in the **Send to** field.

    The **Address Type** field will also appear. Click on the drop-down arrow to select the appropriate **Address Type**.
14. The **QuickAddress Address Selection** page opens. The *Quick Address* (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).

Verify that the address entered in MaineStreet for the Address Type you selected is correct. (See UPK topic for editing addresses for information about how to edit an address).

If the address is accurate, click the **OK** button. If you need to apply changes to the address, click the **QuickAddress** button.

15. To request that the enrollment verification report be sent to an additional recipient, click the **ADD** button in the **Enter Recipient Address Information** section.

16. Enter the name of the additional recipient in the **Send to** field.

17. To enter the address for this recipient, click the **Edit Address** link.

18. The **QuickAddress Address Selection** page opens.

The *Quick Address* (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).

Enter the street address in the **Address Line 1** field.

19. With the QuickAddress Selection system, besides the Street Address, you only need to enter the **Postal Code**. After you enter the **Postal Code**, QAS will automatically enter the **City**, **State** and **County** for you.

20. When finished entering the address, click the **OK** button.

21. When you are finished adding recipient addresses, submit your request by clicking the **Submit** button.

22. To return to the **Student Center**, click on the drop-down arrow in the **go to** field.

23. Click on **Student Center** to select it.

24. Click the **GO!** button.

25. **End of Procedure.**