

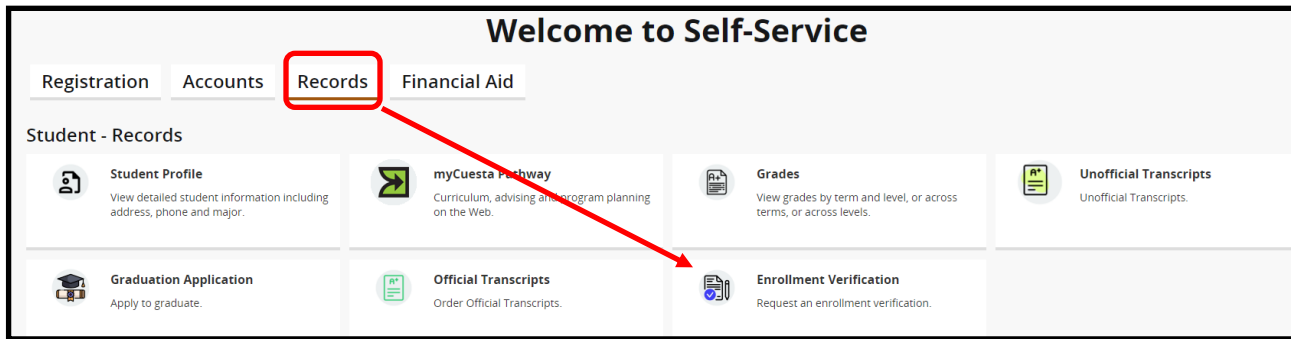
Follow the directions below to access an enrollment verification in PDF format or to email.

Login to myCuesta portal. (<https://my.cuesta.edu>)

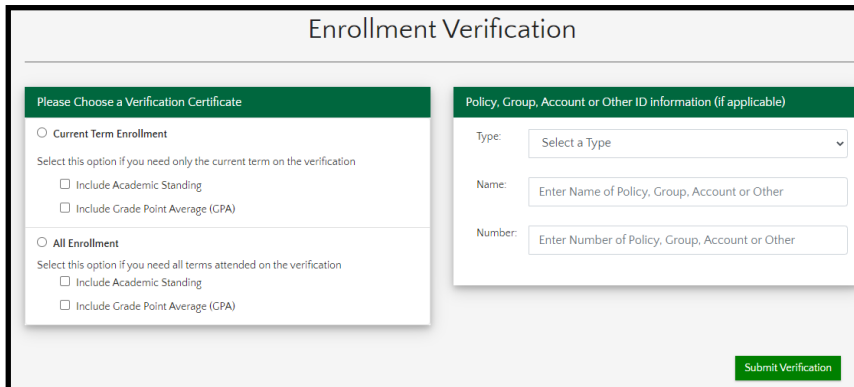
1. Click on **Student Self Service**.



2. In Self-Service, go to **Records** tab and click on **Enrollment Verification** from menu of services.



3. The **Enrollment Verification** menu options will open.



Chose a Verification Certificate

Select either **Current Term Enrollment** or **All Enrollment** to optionally include:

- Academic Standing
- GPA

Policy, Group, Account or Other ID Information

Can skip selecting options below.

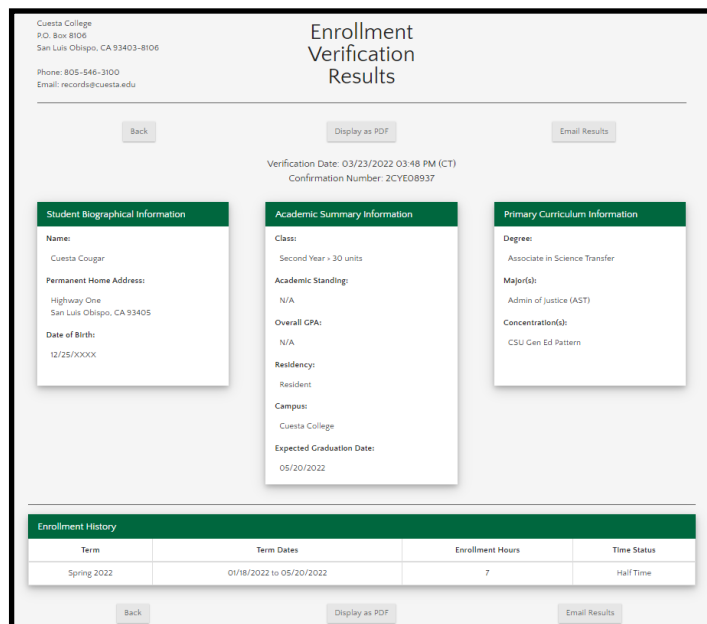
- Select Type from drop-down
(Choices are: Policy, Group, Account or Other ID)
- Name
(Fill-in information such as Insurance company)
- Number
(Fill in number of policy, group, account, or other)

4. Once you select your options above and click **Submit Verification**, you will receive **Enrollment Verification Results** with the option to

- 1) Display as PDF or
- 2) Email Results.

Enrollment Verification Results displays:

- **Student Biographical Information**
(name, address, month/day of birth)
- **Academic Summary Information**
(Academic Standing (optional), GPA (optional), Residency, Expected Graduation Date)
- **Primary Curriculum Information**
(Degree, Major)



Term	Term Dates	Enrollment Hours	Time Status
Spring 2022	01/18/2022 to 05/20/2022	7	Half Time