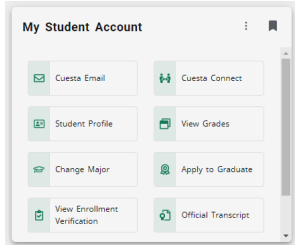# How to Print Enrollment Verification

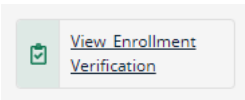## Follow the directions below to access an enrollment verification in PDF format or to email.

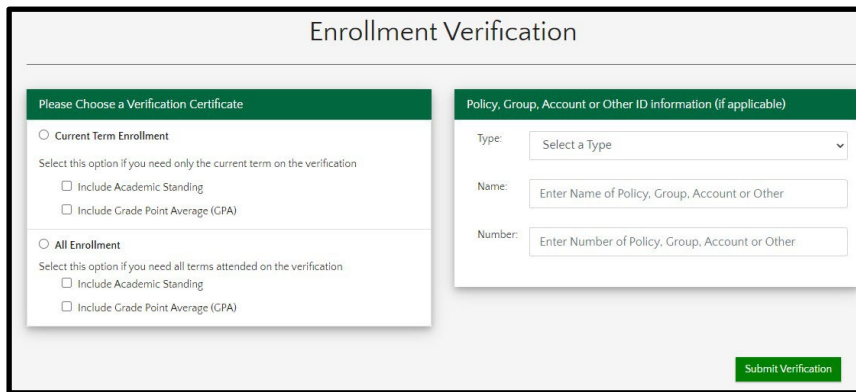Login to *my*Cuesta portal. (https://my.cuesta.edu)

1. Locate the '**My Student Account'** tile.

2. Click "View 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**
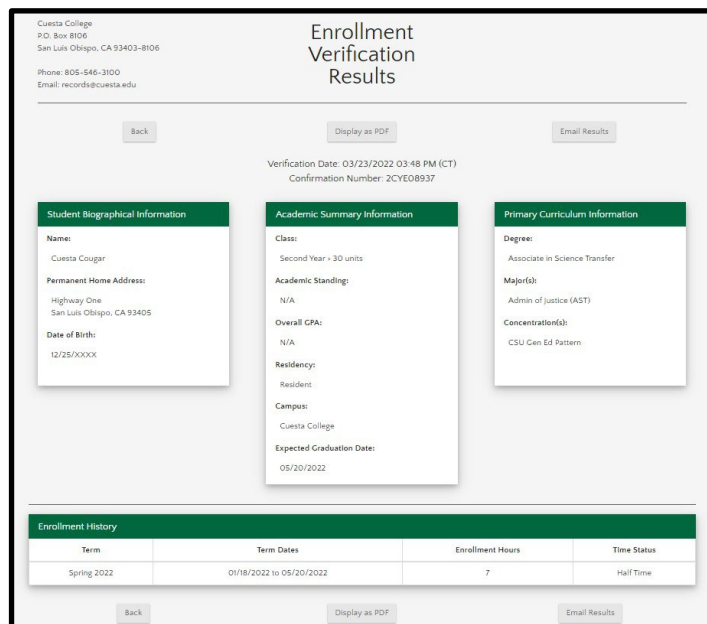> *Can skip selecting options below.*
> - Select Type from drop-down
>   *(Choices are: Policy, Group, Account or Other ID)*
> - Name
>   *(Fill-in information such as Insurance company)*
> - Number
>   *(Fill in number of policy, group, account, or other)*

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)*