REQUESTING ENROLLMENT VERIFICATION

STEP ONE: Sign into your YSU Portal

STEP TWO: Click on “Student Records”

STEP THREE: Choose “Request Enrollment Verification”

STEP FOUR: Choose Term

STEP FIVE: Choose “Standard Mail” and click “Continue”

STEP SIX: Fill in appropriate address; this can be your home address or a place you want it mailed

STEP SEVEN: Click “Submit Request”