

Please follow the directions below to view and print your enrollment certificate.

**How to obtain an Enrollment Verification Certificate**

- 1) Log in to your Banner account
- 2) Click “Student Services and Financial Aid”
- 3) Click “Enrollment Verification Letter”
- 4) Click “Proceed to National Student Clearinghouse
- 5) Click “Obtain an Enrollment Certificate” (You may choose to print a form for your current enrollment or all enrollment history)
- 6) Save or Print your Enrollment Verification Certificate

Please note that any changes you make to your registration will be updated when our next enrollment file is sent to the National Student Clearinghouse (around the 15<sup>th</sup> of the month). If you have any questions about this process, please contact our office at (401)232-6080 or at [arecords@bryant.edu](mailto:arecords@bryant.edu).