How to Request a Printed Enrollment Certification

✓ Visit: my.hofstra.edu
✓ Log in with your Student Network ID and password
✓ Read the FERPA agreement, and click “OK” if you agree
✓ Click on the “Student” tab from the top menu
✓ Scroll down left menu
✓ Click on “Request Enrollment Verification”
✓ Next, select desired bubble: “Current Enrollment” or “All Enrollment”
✓ Then click “Obtain Enrollment Certification” link
✓ You may now PRINT your Enrollment Certificate and submit directly to whomever is requesting it.

PLEASE NOTE:
Although you are printing this at home, it is an official document. If for some reason this document is refused, kindly fax the following information to Academic records at: 516-463-2157 and include:

- Name of Company
- Account holder name & policy #
- Any documentation you received rejecting the Enrollment Certificate