HOFSTRA
UNIVERSITY.

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