June 2014

TO WHOM IT MAY CONCERN

RE: ENROLLMENT CERTIFICATIONS, ACADEMIC YEAR 2014-2015

<table>
<thead>
<tr>
<th>TERM</th>
<th>CLASSES BEGIN</th>
<th>CERTIFICATION PROCESSING BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2014</td>
<td>June 23, 2014</td>
<td>June 25</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>September 29, 2014</td>
<td>September 19</td>
</tr>
<tr>
<td>Winter 2015</td>
<td>January 5, 2015</td>
<td>December 18</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>March 30, 2015</td>
<td>March 30</td>
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</tbody>
</table>

Oregon State University will begin certification of enrollment according to the dates above. If more immediate certification is necessary, the student may furnish one of the following documents in lieu of the certification form.

1) Official or unofficial transcript showing courses in progress for the term
2) List of courses registered for the term, obtained from the web.

Due to the increasing volume of enrollment & degree certifications, OSU is no longer able to provide customized completion of agency certifications forms. We have officially contracted with the National Student Clearinghouse to process our enrollment certification requests. Forms submitted to our office are routinely sent to the National Student Clearinghouse. The Clearinghouse will provide in their standardized format a certification report that comes closest to providing you with the information you desire. They will not complete your form. All such certifications received in this manner are official and need no further institutional signatures or seals.

Only those certification requests which require information not in the possession of the National Student Clearinghouse will be handled by the Registrar’s Office. In many cases, an official transcript will meet the needs of your request. To obtain a transcript please submit a signed release from the student. If your request cannot be satisfied by a transcript, please submit your certification request along with payment ($15 per certification) or billing address. Similar to the Clearinghouse we will provide a printed verification report that comes closest to providing you with the information you desire. We are unable to complete agency forms but will attach our report to the form. Again, all certifications requested and received in this manner are official and need no further institutional seals or signatures.

Certification requests may be obtained through the following options:

Agency obtained certification - Contact: National Student Clearinghouse
www.degreeverify.org

Student obtained certification - Contact: Same as above
or www.oregonstate.edu (Select Student On-Line Services)

If you have questions concerning our certification reports or processes, you may call our office at 541-737-4331.

Sincerely,

Rebecca Mathern
Registrar