Program:
Attendance records are not kept for courses taken on a non-credit basis

Recipient Information
Office of Registration and Records
9045 Lincoln Boulevard, Los Angeles, CA  90045
Tel: 310-665-6950                   Fax: 310-665-6956
Email: registration@otis.edu

Enrollment Verification

Student Information

last name                                       first                                        middle

street                                                                                       apt no

city                                        state                                        zip code

Program:
☐ BFA  ☐ MFA  ☐ CERTIFICATE  ☐ non-degree/non-credit

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Recipient Information

Name

Address

City                                        State                                        Zip

☐ I will pick up  ☐ mail to the address above  please fax to the following number __________________________

Type of Verification
☐ current semester status  ☐ student in good standing
☐ full enrollment history  ☐ other

*** Attach all necessary forms to this request.

If other, Explain special details

signature                                      date

Registration Office Use ONLY

Date Verification:  Picked Up      Mailed      Emailed      Faxed

Prepared by                                             Date