

Samford students can print their own Enrollment Verifications via the SU Portal. Simply log in to the Portal, then follow these steps:

- Click on the Banner tab.
- Choose “Student and Financial Aid.”
- Click “Student Records.”
- Scroll down to “Verify Enrollment.” Click this link and you will see a paragraph explaining how Samford works with the National Student Clearinghouse to provide this information to you.
- Below the paragraph you will see the following: “To access the National Student Clearinghouse Enrollment Verification service, please [click here](#).” Clicking this link takes you to the secure site of the National Student Clearinghouse.
- A new browser window will open, and you will be prompted to enter your login information. Your name, date of birth, and SSN are required fields. Enter this information and click “Login.”
- You can select from several menu options:
 - [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of your enrollment. (you can choose [Current enrollment](#) or [All enrollment](#)) Your enrollment verification will be in Adobe PDF format that will allow you to print or save and e-mail the verification to your parents or your insurance company.
 - View the [enrollment information on file](#) with the Clearinghouse.
 - View the [student loan deferment notifications](#) that the Clearinghouse has provided to your loan holders (lenders and guarantors).
 - View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to your health insurers and others.
 - NOTE: the [Order or track a transcript](#) link is NOT APPLICABLE for Samford Students. The Clearinghouse would charge you for the transcript, and you can get them free from our BANNER self-service transcript ordering process or in person in our office.
 - Finally, you can [View](#) information about your loans via LoanLocator.
- Please be sure to log off the NSC site when you are done with enrollment verification or other services.
- If you have questions relating to this process, please contact Michelle Joiner, Assistant Registrar/Technology Coordinator at mhjoiner@samford.edu or 205-726-4336.

