Enrollment Verification

Enrollment verifications can be requested via BisonWeb through the National Student Clearinghouse. Students who need proof of enrollment can access their enrollment certificate via BisonWeb if they are officially registered for the term. Students can generate, save and print an enrollment verification directly from their computer. Students can also request an Advanced Registration enrollment certificate for future enrollment via BisonWeb up to a month prior to the official start of classes.

Please follow the instructions below to access your enrollment verification.

- Log into BisonWeb

- Select the "Student Services"

- Select the "Enrollment Verification Request"

- Select the radio button for either

- Current Enrollment

- All Enrollment (available for current and prior terms)

- Advanced Registration (available for students registered up to a month before a future term)

- Once a selection has been made, please select "Obtain an Enrollment Certificate"

- Print PDF

If you are registered and cannot access your enrollment verification certificate, please contact us at registrar@howard.edu with email subject "[your student ID number] Enrollment Verification Request]" for further assistance.

An enrollment verification is an official document which provides a student's enrollment status. It does NOT include individual course or grade information and does not provide a student's GPA. An enrollment verification document can be used whenever enrollment verification of a student's status is required for scholarship purposes, medical coverage, loan deferments, jury duty, car insurance, and so forth.

An enrollment verification shows the following information:

1. Student Name

2. Semester(s) Enrolled

3. Start and End Dates of Each Semester

4. Status: Less than 1/2; Half-Time; Three-Quarters Time; Full-Time;

5. Expected Graduation Date

Howard University has authorized the National Student Clearinghouse to provide enrollment certificates for former and currently enrolled students. These are official certificates and do not require additional certification from the Office of the Registrar. However, please note that it may take up to five business days for the NSC to process the latest enrollment information.

In all such cases, the information released about students shall satisfy the provisions of the Family Educational Rights and Privacy Act of 1974 and University policy.