

<i>Policy:</i> Verifications of Enrollment	<i>Issued:</i> 11/26/07	<i>Revised:</i>	<i>Page 1 of 1</i>
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All requests for completion of **licensure and internship** forms or verification of clinical pharmacy hours should be made in writing, via a signed facsimile, or an e-mail using your Creighton University assigned e-mail address to the Office of Academic and Student Affairs. Since we are unable to verify your identity over the telephone, no requests will be taken over the telephone. On the "Request for the Completion of Licensure Information" blue form, please indicate what type of information you are seeking, the name and address where it should be sent or whether you would prefer to pick up the original in the Office of Academic and Student Affairs. Be sure to attach the appropriate forms. Under ordinary conditions, your request will be processed within 48 hours; however, please be aware that some requests cannot be completed and verified until after final grades have been submitted and/or you have received your diploma. In some cases, the form must be forwarded to the Registrar to obtain the University's official seal or the form must be notarized. There are notary publics in the Office of Academic and Student Affairs as well as the Office of the Vice President for Health Sciences.

All other forms requiring the signature of a University official should be taken to the Office of the Registrar for completion. This includes all loan deferment forms, letters of good standing for scholarship and military applications, housing and auto loans.