



400 Paramus Road
Paramus, New Jersey
07652-1595
201-447-7857
201-447-7218
**Registration and Student
Information Services**

Verifications:

Once you have printed and completed the verification form, it can be brought directly to the Office of Registration and Student Information Services. If you are unable to deliver it in person, you can fax the request to 201-670-7973 or mail it to the following address:

Bergen Community College
Office of Registration and Student Information Services
Attn: Verifications
400 Paramus Road
Paramus, NJ 07652

Upon receipt of your request, the normal "turn-around" time is five working days.
REQUEST FOR VERIFICATION OF ENROLLMENT and AUTHORIZATION TO RELEASE INFORMATION

- 1. Verification requests cannot be processed without the signature of the student.
- 2. Verifications are processed in the order they are received.
- 3. Normal "turn-around" times is five working days from the date the request is received.
- 4. Please write clearly and legibly when completing this form.

Today's date: _____

I, _____, being 18 years of age, do hereby authorize
(please print your name)

Bergen Community College to release information as requested below to:

NAME OF ORGANIZATION: _____

ADDRESS OF ORGANIZATION: _____

Please specify the information you wish to have released.

(NOTE: If this section is left blank we will release only your name, address of record, social security number and your current enrollment status. However, if you are attaching a standard form for us to complete, simply write "See attached" in this section.):

Student's Signature: _____ Soc. Sec.# _____

Parent's Signature if student is under 18 years of age: _____

Your Address: _____

Telephone number where you can be reached: _____