

Certificate and/or Degree Verification Request

- ◆ Complete the information requested below.
- ◆ A separate form is required for each recipient.
- ◆ Verifications will be processed by the Office of the Registrar within two (2) to three (3) business days. During "Peak Periods," processing time may be extended to five (5) business days.
- ◆ Verifications only can be completed after all certificate or degree requirements have been met. In-progress coursework cannot be used to certify completion.



OFFICE OF THE REGISTRAR

STUDENT INFORMATION (Type or print legibly.)

Student ID Number: _____

Student Name (Last, First): _____

Street Address: _____

Apartment or Unit Number: _____

City, State, ZIP: _____

FSW Email: _____

SEND THE VERIFICATION LETTER TO:

- Mail to the address indicated in the left column. (Mail to the student.)
- Hold for pick-up at the Lee Campus.
- Fax the verification to: _____
- Email the verification to: _____
- Mail the verification to the address below:
(Type or print legibly.)

Attn: _____

Address Line 1: _____

Address Line 2: _____

City, State, ZIP: _____

CERTIFICATE OR DEGREE TO VERIFY: (Type or print legibly.)

Student Signature _____
Date

Return to: Registrar@FSW.edu or any campus registrar's office for processing.

LEE (EDISON) CAMPUS
8099 College Parkway • Fort Myers, FL 33919
Tel: (239) 489-9121
Email: Registrar@FSW.edu

COLLIER CAMPUS
7505 Grand Lely Drive • Naples, FL 34113
Tel: (239) 732-3701
Email: Registrar@FSW.edu

CHARLOTTE CAMPUS
26300 Airport Road • Punta Gorda, FL 33950
Tel: (941) 637-5654
Email: Registrar@FSW.edu

HENDRY/GLADES CENTER
1092 East Cowboy Way • LaBelle, FL 33935
Tel: (863) 674-0408
Email: Registrar@FSW.edu