

How To Print an Enrollment Verification Certificate

Covenant College is pleased to provide you with a way to view your enrollment history and print enrollment verification certificates without making a trip to the Office of Records. You can do this through your own Bannerweb account. Now that we are able to provide this free service online, the Records Office will no longer be processing requests for letters of enrollment.

An enrollment verification certificate provides proof of current and past enrollment commonly required by health and auto insurers as well as scholarship organizations. The new online process will produce the certificate as a PDF document that can be saved, printed, and/or emailed as needed. To generate the certificate, follow the directions below:

1. Go to banner.covenant.edu and log in.
2. Next click on **Student Services and Financial Aid**.
3. Then click on **Student Records**.
4. Select **Enrollment Verification from the National Student Clearinghouse**.
5. That link will bring up a separate page for the National Student Clearinghouse Student Self-Service Site Login. Enter your identification information as requested by this secure site.
6. After entering the requested information, click the Login button.
7. After logging in, the first option on the page is **Obtain an Enrollment Certificate**. Before clicking the link to generate your enrollment verification certificate, you should select either **Current enrollment**, which only shows the current semester of enrollment, or **All enrollment**, which lists current and past semesters of enrollment at Covenant. Select the option you desire and click on **Obtain an Enrollment Certificate**.
8. The enrollment verification form will be generated in PDF format, which you may print, save, and/or e-mail to the desired party.