



Office of the University Registrar

**SELF-SERVICE ENROLLMENT VERIFICATIONS
VIA UNCGENIE AND NATIONAL STUDENT CLEARINGHOUSE**

Students currently enrolled at UNCG may create and print an enrollment verification certificate by following these easy steps:

1. Go to *www.uncg.edu*.
2. Click on **UNCGenie**.
3. Log in to **UNCGenie** using your Student ID number and PIN.
4. Click on **Student Services and Financial Aid**, then click on **Student Records**.
5. Click on **Enrollment Verifications via Clearinghouse Student Self Service**.
6. Enter your name, date of birth, and social security number. Click **Login**.
7. Choose **current enrollment** or **all enrollment** and click on "Obtain an enrollment certificate."
8. The certificate will display as a PDF document. Click on the Printer icon to print the certificate.
9. Select the **Close** command to close the certificate.
10. Click on the **Logoff** button to exit your record in the Clearinghouse site.
11. **Exit UNCGenie** by clicking on EXIT in the top right corner of the screen.

Note: Undergraduate students are required to be enrolled for 12 hours for full-time status and 6 hours for half-time status. Graduate students are required to be enrolled 6 hours for full-time status and 3 hours for half-time status.

Web: www.degreeverify.com
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