How to Request an Enrollment Verification

Current and recent students can request an enrollment verification through the MaineStreet student portal. From your Student Center, go to the Academics section, and select ‘Enrollment Verification’ from the dropdown:
If you have attended more than one University of Maine campus, make sure that you select Presque Isle from the ‘Academic Institution’ dropdown. Select the information categories that you want your enrollment verification to display, and choose whether this will be for a specific term or for all terms for which you have a record at UMPI. Hit ‘SUBMIT’ to generate your enrollment verification.
If you need a signed enrollment verification mailed to a recipient, change the topmost dropdown menu to ‘Request Institution to Mail’.
Click on ‘Edit Address’ and input the recipient’s address information:

**Edit Address**

- **Country:** United States
- **Address 1:** 100 Sample Drive
- **Address 2:**
- **Address 3:**
- **City:** Sample
- **State:** NE
- **Postal:** 00000

**Buttons:**
- Override Address
- Clear Fields

**Buttons:**
- OK
- Cancel
Hit ‘OK’. Verify that all information on the screen is correct, and hit ‘SUBMIT’. This sends your request to the Registrar’s Office for processing.

**Request Enrollment Verification**

**Select Processing Options**

- Request Institution to Mail
- Date to be Printed: 04/04/2017
- Academic Institution: University Maine Presque Isle
- Include My Program and Plan
- Include My Earned Degrees
- Include My Term and Cum GPA
- Select desired term or leave blank for all terms

To enter additional addresses to this request, select Add. To review other addresses in this request, use the navigation links.

**Incomplete address information will delay your request**

**Enter Recipient Address Information**

- Number of Copies Required: 1
- Send To My Address
- Send to: Sample
- Country: United States
- Address: 100 Sample Drive
- Edit Address
- Sample, NE 00000

Submit