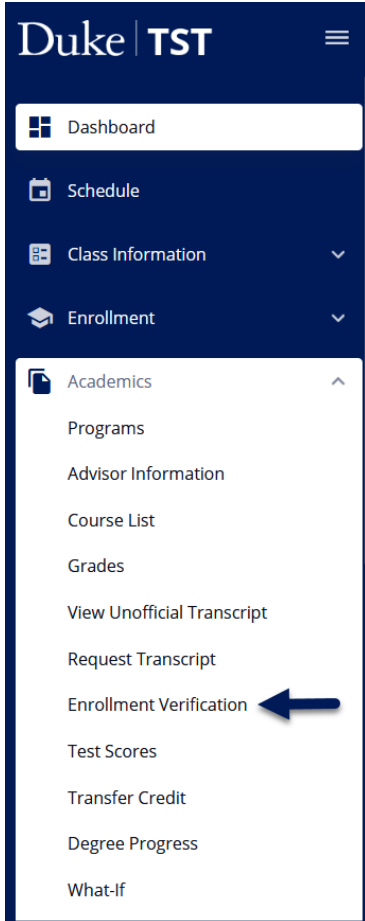


## Ordering an Enrollment Verification in DukeHub

DukeHub should be used for enrollment and degree verifications for all current students and students who have graduated or left Duke within the last year. However, should your recipient require that Duke University send the verification, please visit [our website](#) to submit your request.

1. Navigate to Enrollment Verification under the Academics menu to submit a request.
  - Select **Enrollment Verification**  
NOTE: You must turn off your browser's pop-up blocker before beginning your request. The verification will be inaccessible otherwise.



2. Select your processing options in the Enrollment Verification window.

### Request Enrollment Verification

**For all students:** Select [here](#) if you are unsure of the purpose of an enrollment verification. [View a Sample](#)

For students in programs without a GPA calculation, e.g. Medical School, the radio button *Include My Term and Cum GPA* is not a valid option.

**Note:** The process may take up to a minute. The report will appear in a new window.

Select Processing Options

Allow to Print from My Browser

Include My Program and Plan  
 Include My Earned Degrees  
 Include My Term and Cum GPA

Select desired term or leave blank for all terms

Submit

3. Choose one term or leave your selection blank to include all active terms. Then click Submit to generate your verification.

Enrollment Verification

Request Enrollment Verification

For all students: Select [here](#) if you are unsure of the purpose of an enrollment verification. [View a Sample](#)

For students in programs without a GPA calculation, e.g. Medical School, the radio button *Include My Term and Cum GPA* is not a valid option.

Note: The process may take up to a minute. The report will appear in a new window.

Select Processing Options

Allow to Print from My Browser

Include My Program and Plan  
 Include My Earned Degrees  
 Include My Term and Cum GPA

Select desired term or leave blank for all terms

Submit

Go to top

Close

4. Your verification will be generated as a PDF that you can either download and save or print directly from your browser.

Enrollment\_Verification\_Report.pdf 1 / 1

Download or print your PDF using these options (shown in Chrome).

Duke University

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Enrollment Verification as of 11/08/2017