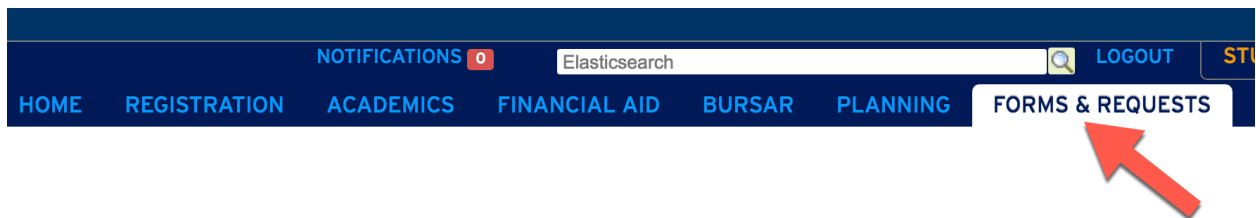


Ordering a Verification in DukeHub

NOTE: 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) After logging in to DukeHub and going to Student Home, navigate to the Forms & Requests panel. Click on Enrollment Verification in the Academic Forms section to begin your request.

NOTE: You must turn off your browser's pop-up blocker before beginning your request. The verification will be inaccessible otherwise. Instructions for turning off pop-up blockers can be found at the top of the Forms & Requests page.



Please turn off your pop-up blocker before downloading any form. Instructions can be found [here](#).



- 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](#)

- 2014 Fall Term
- 2015 Fall Term
- 2015 Spring Term
- 2016 Fall Term
- 2016 Spring Term
- 2016 Summer Term 1
- 2016 Summer Term 2
- 2017 Fall Term
- 2017 Spring Term
- 2018 Spring Term

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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FAX: (919) 684-4500
EMAIL: registrar@duke.edu

Enrollment Verification as of 11/08/2017