

**VERIFICATION OF NON-ENROLLMENT  
REQUEST FORM**  
(RO-06/24)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 [registrar@glenville.edu](mailto:registrar@glenville.edu)

By completing, signing and submitting this form, you are declaring you never completed any coursework through Glenville State University and do not have an academic transcript reflecting courses, grades and credits.

If it can be verified you do not have a transcript, a letter of non-enrollment will be prepared to confirm our records do not reflect any academic history for you and you do not have an academic transcript. If at any time you were registered for classes but were dropped from them or you applied but did not enroll, this may be included in the letter as well.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I need a letter of Non-Enrollment sent to the following:

MAIL TO: \_\_\_\_\_

Name and Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EMAIL TO: \_\_\_\_\_

\_\_\_\_\_

I will pick it up. Date & Time: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_