Self-Service Enrollment Verifications

Log on to STAR and use the following navigation: **Student Center / Go to… / Enrollment Verification**

★ To send a complete history of all terms at Holy Cross, leave the “Select Desired Term” field blank. To verify a specific semester only, select the term from the drop down menu.

★ In the ‘Enter Recipient Address Information’ section, enter the recipient’s name and then click Edit Address. If you are requesting verifications for more than one address, click the Add button to enter new address information.

★ When finished entering the address, click the OK button at the bottom of the page.
Next, click on Submit

You will receive confirmation that your Enrollment Verification request has been submitted to the Registrar’s Office for processing.
Sample - Official Enrollment Verification

Employment Agency
123 Main St
Worcester, MA 01605
United States

Enrollment Verification as of 09/01/2009
Name: John Doe

Current Program of Study
Academic Program
Undergraduate
Exp Grad St
08/25/2010

Academic Plan
Degree
Underclered
Pre-Medical Program

Enrollment History
Term   Begin Date   End Date   Units   Status
Fall 2008  09/01/2008  12/09/2008  4.75   Full-Time
Spring 2009  01/14/2009  04/28/2009  4.00   Full-Time
Fall 2009  09/01/2009  12/08/2009  3.00   Full-Time