

Riverside City College - Student Financial Services

Agency Verification Request Form

This form is for releasing information to an outside agency or institution to verify any financial aid that you may be receiving at Riverside City College.

- **The RCC Student Financial Services office does not verify enrollment status.** If you need enrollment verified, you must request verification of enrollment from the Admissions & Records counter or by email admissionsriverside@rcc.edu.
- If you have chosen to "**PICK UP**" your form, we will keep it on file for 2 months from the date you submit it. After 2 months, you will need to submit a new request.
- **Student Financial Services email:** studentfinancialservices@rcc.edu
- **You must allow us at least 7 to 10 business days for your request to be processed.** Any incorrect or illegible information or missing signature will delay the processing of your request.

Please print clearly:

Name _____ RCC ID # _____
Phone # _____ Date _____

I authorize Riverside City College Student Financial Services to release information regarding my financial aid to an outside agency or institution:

Signature _____ Date _____

Please circle that you would like to pick up the form or for our office to mail it.

PICK UP

OR

MAIL

*You must bring a picture ID

Please list below Name and Address where form is to be mailed.

Please mark an (X) for the term in which you are requesting information to be verified for the following semesters:

Summer 2022 _____ Fall 2022 _____ Winter 2023 _____ Spring 2023 _____

Office Use Only:

Form attached? ___ Yes ___ No

Financial Aid Advisor

Sent to A&R Date: _____ Received _____

Emailed Student _____