

# 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.
- **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 2021 \_\_\_\_\_ Fall 2021 \_\_\_\_\_ Winter 2022 \_\_\_\_\_ Spring 2022 \_\_\_\_\_

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**Office Use Only:**

Form attached? \_\_\_ Yes \_\_\_ No

**Financial Aid Advisor**

Sent to A&R Date: \_\_\_\_\_ Received \_\_\_\_\_

Emailed \_\_\_\_\_