

Enrollment Verification Requests

For Students/Alumni:

Current students and alumni can visit the Registrar's Office in the Kelley Center to fill out an Enrollment Verification Request Form. Alternately, the form can be [downloaded](#), printed, and faxed to the Registrar's Office at 203-254-4109, or scanned with signature and emailed to registrar@fairfield.edu.

If a student or alum has a specific form that needs to be filled out (i.e. for insurance), it can be dropped off to the Registrar's Office in the Kelley Center or it can be faxed to 203-254-4109.

For Employers/Background Check Screeners:

If you are an employer or are performing a background check on a current or former student, please submit your request via the [National Student Clearinghouse](#).

Please note: Requests are generally processed within one business week.