



Enrollment Verification

St. Johns River Community College
Florida School of the Arts

Palatka
(386) 312-4050

Orange Park
(904) 276-6800

St. Augustine
(904) 808-7400

Ponte Vedra
(904) 280-1322

To Whom it May Concern:

St. Johns River Community College (SJRCC) has authorized the National Student Clearinghouse to provide enrollment verification certifications for our students through its Web-based student self-service program. SJRCC no longer provides student enrollment verifications directly.

Student self-service enables SJRCC's students to print official enrollment verification certifications on demand at no charge via our secure student portal.

Self-service enrollment verification certificates for the current term are available **three (3) weeks** after the term begins, 24 hours a day, 7 days a week.

Insurance providers, military ID issuing offices, or other businesses with questions should contact the Clearinghouse at (703) 742-4200.

You may want to include a copy of this letter to the agency/person requesting your enrollment verification certificate to notify them of the new process that St. Johns River Community College is using to provide this information.

To access your enrollment verification certificate:

1. Log into MySJRCC at <http://mysjrcc.sjrcc.edu>. First time users of MySJRCC will need to click on the User Acceptance Policy and will be required to enter their generated student ID number and other personal information in order to obtain username and password.
2. Once you are logged in, click on the Enrollment Verification link located in the Web Services box on the Student tab.
3. You will be directed to the National Student Clearinghouse where you will have to submit information such as your name, date of birth, and social security number.
4. Once you are logged in, you will have to choose either current enrollment or all enrollment and click on the Obtain an enrollment certificate link. This will give you a printable enrollment verification certificate.