Student Enrollment and Degree Verification Letter

To Whom It May Concern:

This is to inform you that Albany Technical College has authorized the National Clearinghouse to provide enrollment verification and degree verification certifications for its students through its Banner Web Student Self Services program. Albany Technical College no longer provides student enrollment and degree verifications directly.

Student Self Service enables Albany Technical College students to print official enrollment verification certification or degree verification certifications on demand via our secure student portal at no charge to the student.

If you are an employer or background screening firm requesting information please contact the National Student Clearinghouse at www.studentclearinghouse.org or (or directly at www.degreeverify.com).

Please mail all information to:

National Student Clearinghouse  
13454 Sunrise Valley Drive  
Suite 300  
Herndon, VA 20171

If you have any question, please feel free to contact the Clearinghouse at (703) 742-4200.

Sincerely,

Registrar
Viewing your Enrollment & Degree Verification Online

1. Go to http://www.albanytech.edu
2. Select “Students”
3. Select “Access Bannerweb”
4. Select “Enter Secure Area”
5. **User ID:** enter your (student SSN# or student ID#) with no space or dash.
6. **Enter PIN:** this will be your birth date (MMDDYY) (sample 010264 for January 2, 1964) with no space or dash.
7. Select “Student Services & Financial Aid”.
8. Select “Student Records”
9. Select “Clearhouse Student Self Service” (in red print at the bottom)
10. Select “Current Enrollment” or “All Enrollment”.
11. Select “Obtain an Enrollment Certificate”.

If you have any questions or you are unable to verify enrollment at this time, please contact the Registrar’s Office at (229) 430-3509, (229) 430-3503, (229) 430-1984.