

To Whom It May Concern:

This is to inform you that Metropolitan State University has authorized the National Student Clearinghouse to provide enrollment verification certifications for its students through its web-based Student Self-Service program.

Metropolitan State University no longer provides student enrollment verifications directly or processes enrollment certification request forms. Student Self-Service enables Metropolitan State University students to print official enrollment verification certifications on demand via our secure student portal, the NetDirect Portal, at no charge.

The University does not supply information directly to lending agencies. This process speeds the flow of accurate information to lenders and provides them with an available record of all enrollment statuses including enrollment at other participating institutions.

If your lender or servicer is unable to verify your enrollment, contact the National Student Clearinghouse at:

- **Phone:** (703) 742-4200
- **Customer Service hours:** Mon.-Thu., 9 am-7 pm and Fri., 9 am-5 pm EST
- **E-mail:** [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)
- **Fax:** (703) 742-7792
- **Mail:** *National Student Clearinghouse  
2300 Dulles Station Blvd., Suite 300  
Herndon VA 20171*
- **Web:** [www.studentclearinghouse.org](http://www.studentclearinghouse.org) - then visit the Contact Us link at the top of the page.

If you have any questions, please contact the Clearinghouse at [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Sincerely,

Gateway Student Services Center  
Metropolitan State University  
700 East Seventh Street  
Saint Paul, MN 55106