Student Employment Verification

Option 1: Get a free employment verification on yourself
Create an account with Employers Unity by providing your email address and other required data, then wait for them to send you an email confirmation. Once you have access, you can run a free report containing your full employment record and then send that verification to the company/person requesting it. Visit Employer's Unity website [here.](#) You can see step-by-step instructions on how to run your free report [here](#).

Option 2: Have the company/person verify your employment
Using Employers Unity, the company or person can create an account and download verification of your employment. Employers Unity will charge the company/person $19.95 to verify your employment. You will need to email an Authorization of Release to Employers Unity before they will release your employment verification.

Option 3: Go to Human Resources
Take your employment verification form to the Human Resources Record Services at 3100 Marine Street (East Campus), Monday – Friday, 8-11:30am and 12:30-4pm.

Option 4: Send a request to Human Resources
Call Human Resources Record Services at 303-492-3835 and ask for an employment verification. They will send you an authorization form via DocuSign that must be completed before they will release your employment verification.

Student Enrollment Verification

Option 1: Print a verification through MyCUInfo
Log in to [MyCUInfo](#) and click "Enrollment Verification" to launch the National Student Clearinghouse (NSC) Student Self-Service Site, where you can print a [free enrollment verification certificate](#) to send to insurers, housing providers or other organizations. **Note:** NSC enrollment verifications are based on full-time enrollment definitions determined by the federal student aid system, not the university. These definitions are based on the number of credit hours you register for each academic term. What is considered full-time enrollment for academic purposes at CU Boulder differs from what is considered full-time enrollment for the purposes of federal financial aid. If your financial aid enrollment status differs from your academic enrollment status, you may need option 2.

Option 2: Request a customized verification
Some graduate students qualify as full- or half-time status at CU Boulder based on their academic course load, but as only half- or less-than-half-time based on enrollment definitions for financial aid (see the [enrollment status grid](#)). If you need an enrollment verification that includes both your academic and financial aid enrollment statuses, [email your request](#) to the Office of the Registrar. Be sure to include your name, student ID, date of birth and the mailing address to which the verification should be sent. All mail and fax requests are processed free of charge within three business days of receipt.