Enrollment Verification: Viewing, Saving, and Printing Your Letter

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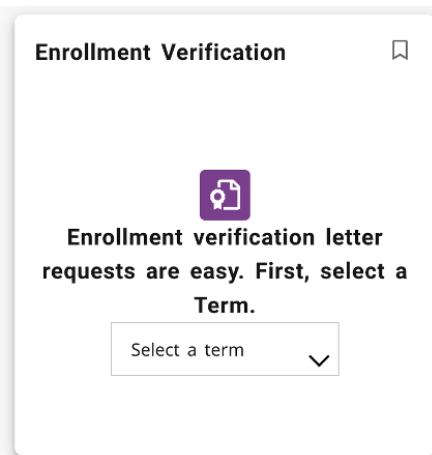
This guide shows students how to view, save, and print their Enrollment Verification Letter.

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NAVIGATION

1. Login to **RamPortal** using your WCU Single Sign On (SSO).
2. Locate the **Enrollment Verification** card on your home page.   For help with finding cards, visit **Home Page Navigation: A Guide to the RamPortal Home Page** .

Fig. 1

REQUESTING YOUR LETTER

1. From the **Select a term** drop-down, choose the term you want.
2. Tap **Request Letter** (see Fig 2).
3. A preview of your Enrollment Verification Letter will display on the card (see Fig 3).
4. Right click the preview image to save or print your letter.

Enrollment Verification

Enrollment verification letter requests are easy. First, select a Term.

Click the REQUEST LETTER button to receive an enrollment verification document.

Fall 2025

REQUEST LETTER

Fig. 2

Enrollment Verification

Right click on the document image to save, print, or download this document.

WCU
WEST CHESTER UNIVERSITY

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West Chester University of Pennsylvania
25 University Ave
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Enrollment Verification
Fall 2025
Printed: 9/16/2025

Name: Kyah Pastoria

Banner ID: W01008679
RamNet ID: 1008679
DOB: 5/7/2001

Click Here to start again.

Fig. 3

Note: Only the current or future terms are available via RamPortal. Past terms are available through the **National Student Clearinghouse verification service.**

WHAT THE LETTER INCLUDES

The Enrollment Verification Letter includes your credits and enrollment status for the selected term, along with the following:

- Student Name
- ID numbers and Date of Birth
- Current academic program (degree and major)
- Expected Graduation Date
- Selected Term dates, credits enrolled, and enrollment status

For support, please submit a ticket at **https://wcupaprod.service-now.com/aes**