



# HINDS COMMUNITY COLLEGE

Office of Admissions and Records  
P.O. Box 1100, Raymond, Mississippi 39154  
Phone: 601.857.3212 | Fax: 601.857.3539 | Email: records@hindsc.edu

## Enrollment Verification Request

_____		_____	
Date		Phone Number	
OR			
_____		_____	
ID Number		Social Security Number	
_____			_____
First Name	Middle Name	Last Name	

**Please choose one of the following options:**

- I need a letter of good standing which includes the academic standing and the grade point average (requires the student's signature).
- I need an enrollment verification letter which **does not** include the academic standing and the grade point average (**does not** require the student's signature).
- I need a letter stating that I have never attended Hinds Community College.

I will pick the letter up at the \_\_\_\_\_ campus.

Please mail the letter to:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please e-mail the letter to: \_\_\_\_\_

**Signature:** \_\_\_\_\_

\*\*\*In order to protect the privacy of student records, letter of good standing requests cannot be fulfilled without the student's written signature.\*\*\*

**Notice of Non-discrimination Statement:** In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tyrone Jackson, Vice President for Utica Campus & Administrative Services, District Dean of Student Services & Title IX Coordinator, Box 1003, Utica, MS, 39175, Phone: 601.885.7002, Email: [titleIX@hindsc.edu](mailto:titleIX@hindsc.edu)