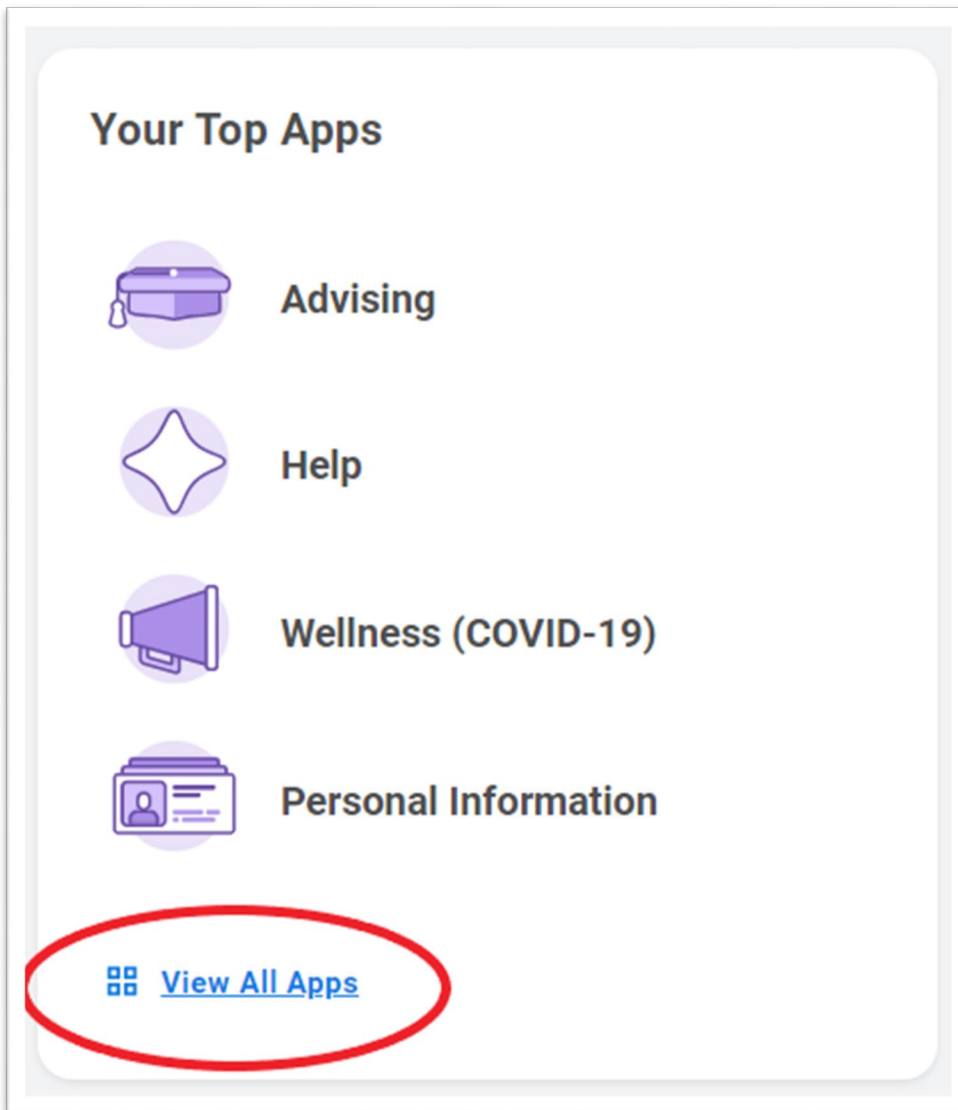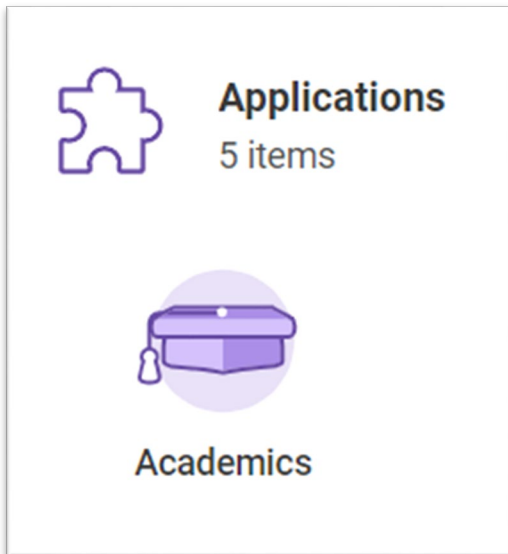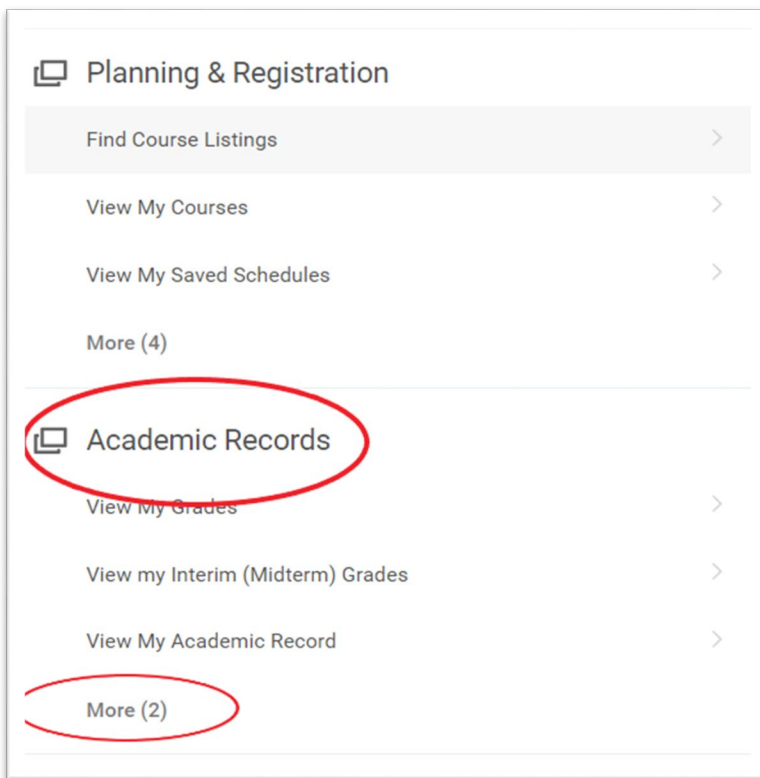# Request an Enrollment Certification

Log into Workday, and navigate to the **Your Top Apps** section on the right side of the screen. Click the **View All Apps** section to see all of the applications, or worklets, you have access to in Workday.

Choose the **Academics** worklet.

On the right-hand navigation list, find the header for **Academic Records**, and click the drop-down menu for **More.**

Click the link for **Request an Enrollment Certification.**

Enter your Furman **Username** and **Password.**

Once you are logged it, you should be taken to the **National Student Clearinghouse** to request the **Enrollment Certification.**

National Student Clearinghouse — Student Self-Service Site — FURMAN UNIVERSITY

Help   Contact   Home

Log Out

Welcome. This service is offered by the National Student Clearinghouse in cooperation with FURMAN UNIVERSITY.
IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.

  ○ Current enrollment   ● All enrollment

- View the enrollment information on file with the Clearinghouse.

- View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).

- View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.

- Order a transcript

- View the status of your transcript order

- View JoinFakt.com to earn money taking surveys and help shape leading brands.

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

VeriSign Trusted — VERIFY ▸

First, choose either **Current enrollment** or **All enrollment**, then click the blue link for **Obtain an enrollment certificate.**

We recommended that you select **All enrollment** to give a complete picture of all terms you have been enrolled at Furman.

Clicking **Obtain an enrollment certificate** will generate a certified pdf file, which can be emailed, or printed and mailed, to the desired recipient.