

ENROLLMENT VERIFICATION/CERTIFICATION

You can now print an enrollment verification for the current semester or total enrollment from your MyMercer account. Just follow the simple steps below.

You may then mail the certification to your insurance company, loan company or any other party that may be requesting proof of enrollment.

- Go to [HTTP://MERCER.EDU/](http://MERCER.EDU/)
- Select **Current Students** on the Mercer University home page
- Click on **MyMercer** under the General Resources heading
- Click on **Student Portal Homepage** at the information screen
- Enter your **Mercer ID (Username)** at the student Login page
- Enter your **Password** under your Mercer ID
- Click the **Login**
- In the middle of the home page on the right, click on **Link to National Student Clearinghouse** for Enrollment Services
- Under Obtain an enrollment certificate, choose either: **Current** enrollment or **All** enrollment
- Click on **Obtain an enrollment certificate**. It will take about a minute for the certification to appear in PDF format
- Print** the certification
- Close** the print window; this will take you back to the National Student Clearinghouse page
- Click on the tab **Logoff**
- Click on **Click here** to close Clearinghouse window
- This will take you back to MyMercer

Be sure to close the browser if on a public computer