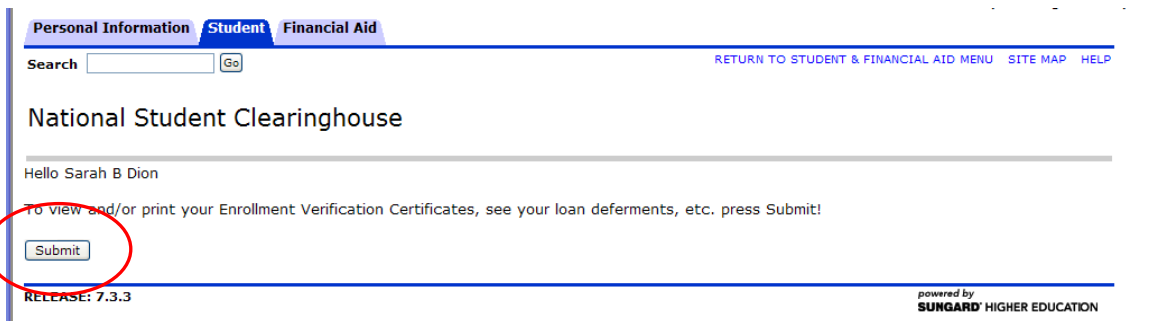


Free Online Enrollment Verifications

Westfield State University partners with the National Student Clearinghouse to offer free online enrollment verifications available 24-hours a day through your *myWestfield* account.

Please note, enrollment certifications are only made available roughly one week before the semester begins and then updated after the add/drop period.

- Log on to *myWestfield* with your username and password and select the “Academics” tab;
- Under Academic Records (*I need to look at my...*) select “enrollment verification” to open the following page;
- Click on “submit” to be directed to the National Student Clearinghouse Site.



Select “obtain an enrollment certificate” to produce a printable version of your certificate.



Once your enrollment certificated is printed, be sure to fill in the 3rd party block in the upper right-hand corner before you mail it to your insurance agency.

Contact the Office of the Registrar at 413-579-3200 with any questions.