



Office of the Registrar
1704 S. Slappey Blvd.
Albany, Georgia 31701
Office (229) 430-5281 Fax (229) 430-6180
Email: Registrar@albanytech.edu

OFFICE OF THE REGISTRAR

STUDENT VERIFICATION LETTER

To Whom It May Concern:

This is to inform you that Albany Technical College has authorized the National Student Clearinghouse to provide enrollment and degree/award verifications for students through its Banner Web Student Self Services program. Albany Technical College no longer provides student enrollment and degree verifications directly.

Student Self Service enables Albany Technical College students to print official enrollment verifications on demand via our secure student portal at no charge to the student.

If you are an employer, housing or background screening firm requesting enrollment or degree information, please contact the National Student Clearinghouse directly at www.degreeverify.com for instant verifications on demand.

Or mail inquiries to:
National Student Clearinghouse
13454 Sunrise Valley Drive
Suite 300
Herndon, VA 20171

If you have any question, please feel free to contact the Clearinghouse at (703) 742-4200.

CDL TRUCKING VERIFICATIONS ONLY: If you are a Trucking Company needing to verify a CDL student's driving history, drug screening, etc., please fax your request directly to ATTN: CDL Transportation Div. @ 229.430.2756 or Alt. Fax# 229.420.1063. Follow-up number to confirm receipt of CDL Verification is 229.430.1708

Sincerely,

Kennosha B. Hawkins

Registrar



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Viewing your Enrollment Verification Certificate Online

- Go to albanytech.edu

- Select BannerWeb > You will be taken to the Single SignOn page
 - **Enter your ATC Student Email Address for your username**
 - *Student Email= First Initial of First Name, Last Name, Last four of Student ID Number@student.albanytech.edu*
 - *Example: Joe College ID#123-45-6789 would be jcollege6789@student.albanytech.edu*

 - **Email your 8-Digit Date of Birth for your Password**
 - *Date of Birth=MMDDYYYY*
 - *ex.02141990*

- Select **“Student Records”**

- Select **“National Student Clearinghouse Self Service”**

- Select **“Current Enrollment”** or **“All Enrollment”**.

- Select **“Obtain an Enrollment Certificate”**

If you have any questions or you are unable to verify enrollment at this time, please contact the Registrar’s Office at (229) 430-3510.