

HOW TO REQUEST AN ENROLLMENT VERIFICATION IN PAWS



Some students may find that they are required to prove that they are a TCNJ student. This is done through an Enrollment Verification. Sometimes insurance companies, scholarship organizations, etc. require you to show that you are enrolled as a student at TCNJ. Verification of Enrollment is available via PAWS:

1. On the PAWS Home page, select the [Student Center](#) link from the Self Service box. *This will take you into the Student Center, where you can request an Enrollment Verification through the National Student Clearinghouse (NSC)*



TCNJ's Student Center

A screenshot of the "Academics" menu in the TCNJ Student Center. The menu is a dark blue bar with a white triangle pointing down on the left. Below the bar, there are several links: "Search", "Plan", "Enroll", "Advising Tools", and "Enrollment Verification (NSC)". The "Enrollment Verification (NSC)" link is highlighted with a red box and a red arrow points to it. Below the links is a search box with the text "other academic..." and a double arrow icon. To the right of the menu is a table titled "This Week's Schedule" with two columns: "Class" and "Schedule".

Class	Schedule
ACC 211-02 LEC (40238)	MoTh 2:00PM - 3:20PM Business Building 122
	We 9:00AM - 11:50AM Science Complex P101
	We 9:00AM - 11:00AM Business Building 105
	We 9:00AM - 11:00AM Business Building 106
	We 9:00AM - 11:00AM Business Building 123
	We 9:00AM - 11:00AM Business Building 224
ACC 291-01 LEC (40256)	

2. This link will take you to the NSC website where you can “Obtain An Enrollment Certificate” for your Current Enrollment (or All Enrollment in future terms).



Welcome. This service is offered by the National Student Clearinghouse in cooperation with THE COLLEGE OF NEW JERSEY.
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.
- [View](#) specific information about my student loans. [LoanLocator](#)
- [Order or track a transcript](#)