Certificate of Enrollment

If you do NOT have a social security number, go to Service EMU (Student Center) or Records & Registration (303 Pierce) and ask for a Certificate of Enrollment.

If you have a social security number, you need to see if it is in your my.emich
- Ask at Service EMU (Student Center) or Records & Registration (303 Pierce) to verify it is in Banner.

If it’s not there, present your Social Security Card and ask that it be entered into the system.

Once your SSN is in the university database (Banner), go on-line to your my.emich:
1. Click on the STUDENT tab
2. Scroll down to the “SERVICES Main Menu”
3. Select – Student Services
4. Select – National Student Clearing house Self-service site
5. Click on Continue to NSC
6. Select either Current Enrollment or All enrollment
7. Click “Obtain an enrollment certificate”