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"