

## Step by Step How to Obtain Proof of Enrollment

1. Log into [Buzzport](#)
2. On the Home tab locate the “REGISTRATION AND STUDENT SERVICES” channel
3. Select the “Registration – OSCAR” link

The screenshot displays the Buzzport website interface. At the top, a yellow navigation bar contains the following tabs: SETUP, QUICK LINKS, HOME, STUDENT, T-SQUARE, HELP, EMPLOYMENT, EMPLOYEE, STUDENT LIFE, and JACKETPAGES. The main content area is organized into several columns and sections:

- BOOKMARKS:** Includes JA-SIG Homepage and SunGard Higher Education Homepage.
- CAMPUS RESOURCES:** Lists Georgia Tech Home Page, Campus Services (Bookstore, BuzzCard, Dining, Health Services, Housing, Parking & Transportation, Student Center), Environmental Health & Safety (Facilities Design & Construction, Operations & Maintenance), Georgia Tech Hotline (ethics-point), Georgia Tech Library, gtID# (The gtID# replaces the Social Security Number as your primary campus identifier), OHR (Office of Human Resources), and OIT (Office of Information Technology).
- PERSONAL ANNOUNCEMENTS:** States "There are no announcements".
- OFFICE365 LINKS:** Includes Mail and Calendar.
- CAMPUS EVENTS:** States "No events scheduled for the next 7 days".
- CAMPUS PUBLICATIONS:** Lists "Technique - 'The Student' College Newspaper", "The Weekly Community/Staff Newspaper", "Erato - Georgia Tech's Arts and Literature Magazine", and "The Tower".
- CAMPUS ANNOUNCEMENTS:** States "There are no announcements".
- MY GROUPS:** States "You are not a member of any groups." and includes links for Manage My Groups, Groups Index, and Request Group.
- REGISTRATION AND STUDENT SERVICES:** A grid of icons and links for: Registration - OSCAR, Pay Now - Bursar, Schedule of Classes, Update Emergency Contacts, Transfer Equivalences, GT Course Catalog, LiveSafe, DegreeWorks, and Order Transcript.
- CAMPUS EVENT CALENDARS:** Lists Athletic Association and Alumni Association.

A large red arrow points from the "CAMPUS EVENTS" section towards the "REGISTRATION AND STUDENT SERVICES" section, specifically highlighting the "Registration - OSCAR" link.

#### 4. Select "Student Services & Financial Aid"

HOME STUDENT T-SQUARE HELP EMPLOYMENT EMPLOYEE STUDENT LIFE JACKETPAGES

Personal Information **Student Services & Financial Aid** Campus Services Admissions

Search  Go SITE MAP HELP

Welcome, \_\_\_\_\_, to the WWW Information System!

THIS IS AN INFORMATIONAL MESSAGE ONLY...PLEASE READ CAREFULLY THEN PROCEED TO THE MENU OPTIONS LISTED BELOW. The options for viewing grades and transcripts will always be turned off during final grade processing. These options will be turned back on when grade processing is finished and academic standings have been reviewed.

GEORGIA TECH HONOR CHALLENGE - "I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community". For more information, click this [Honor Code link](#).

**Student Services & Financial Aid**  
Register, View your Academic Records, Order your Official Transcripts, Financial Aid Information

**Personal Information**  
View and Update Addresses; Change PIN and Security Question; View E-mail addresses; Update Emergency Contacts; Update Marital Status; Answer a Survey

**Campus Services**  
Sign up for direct deposit, meal plans, credit card payments, housing deposits, and accepted applicant deposits

**Admissions**  
Undergraduate and Graduate Admission

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#### 5. Select "Student Records"

HOME STUDENT T-SQUARE HELP EMPLOYMENT EMPLOYEE STUDENT LIFE JACKETPAGES

Personal Information **Student Services & Financial Aid** Campus Services Admissions

Search  Go RETURN TO MENU SITE MAP HELP

Student, Financial Aid & Student Account (Bursar) Info

GEORGIA TECH HONOR CHALLENGE - "I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed upon me as a member of the Georgia Tech community". For more information, click this [Honor Code link](#).

[Registration](#)  
Check your registration status; Add or drop classes; Select various credits, grading modes, or levels; Display your class schedule; Obtain student invoice statement; Web payment options.

[Student Records](#)  
View your holds; Display your grades; Order transcripts; Review summary of charges and payments by term; Web payment options.

**Pay Now!**  
Make a payment on your account in the [Student Bill+Payment Portal](#). Please enable pop-ups or hold down the Ctrl key when you click to open the new window.

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[Student Account](#)  
Student Account

[GRA / GTA Payroll Deduction](#)

[View Student Information](#)

[Bookstore Authorization](#)  
Bookstore Authorization

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## 6. Select "Verification Requests"

HOME STUDENT T-SQUARE HELP EMPLOYMENT EMPLOYEE STUDENT LIFE JACKETPAGES

Personal Information **Student Services & Financial Aid** Campus Services Admissions

Search  Go RETURN TO MENU SITE MAP HELP

### Student Records

[\\*New\\* Order Official Electronic/Printed Transcript](#)  
Language Institute students should call (404) 894-2425 to request transcripts. You cannot order a transcript on this system.

[Anticipated Graduation Term](#)

[View Holds](#)

[Progress Report Grades](#)

[Final Grades](#)

[Unofficial Transcript](#)

[Verification Requests](#)

[View Status and Verification Requests](#)

[Online Degree Verification](#)

[Account Summary by Term](#)

[Account Summary](#)

[Select Tax Year](#)

[Tax Notification](#)

[DegreeWorks](#)

[Apply to Graduate](#)

[View Application To Graduate](#)

[View Degree Candidate Information](#)

[View GT and Regents' Data](#)

[Post Office Box Information](#)

[Change Program of Study](#)  
\*\*\*\* Change concentration.

[Transfer Credit](#)

[Transfer Articulation](#)

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## 7. Select "Access the Clearinghouse" Link in the "Enrollment Verification" selection

### ENROLLMENT VERIFICATION:

Georgia Tech has authorized the National Student Clearinghouse to act as our agent for providing enrollment verifications for insurance purposes, student loans, future employment, military IDs, etc. This service is available 24/7 to current students and alumni of Georgia Tech at no charge. Enrollment verifications (both term and total) can ONLY be ordered through the Clearinghouse.

[Access the Clearinghouse](#)

### PRE-REGISTRATION LETTER:

Enrollment for a term for which you have pre-registered cannot be verified until after the last day of Phase II registration for the term.

[Pre-registration ordering instructions](#)

### TRANSIENT LETTERS:

A transient letter simply verifies that your most recent academic standing is GOOD. Please order below.

EXAMPLE: Term - select term of current enrollment at Georgia Tech.

### ORDER A VERIFICATION BELOW:

\* indicates required field

Term: \*

Verification Type: \*

Number of Copies: \*

[ [View Holds](#) | [View Status of Enrollment Verification Requests](#) ]

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8. Log in to National Student Clearinghouse website
9. Select option below:

# NATIONAL STUDENT CLEARINGHOUSE

[? Help](#) [Contact](#) [Home](#)

[Log Out](#)

**Student Self-Service Site**  
GEORGIA INSTITUTE OF TECHNOLOGY

### System Messages

**Important Information** : You may experience delays in processing transcript requests from institutions impacted by Hurricane Maria. We appreciate your patience as we work to assist our partner institutions during this difficult time.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with GEORGIA INSTITUTE OF TECHNOLOGY.  
**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](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

