

REQUESTING AN ENROLLMENT VERIFICATION

Workday is an evolving product. Each week large and small features are released. If you find this documentation different from the experience you have for this process, please let us know at ga_registrars_office@bentley.edu

Requesting an Enrollment Verification

Follow the steps below to request and generate an official enrollment verification in Workday.

These steps will allow you to generate an enrollment report for printing or downloading. If you need to send an enrollment verification or certificate directly to a third party, please use the Clearinghouse - Enrollment Verification link located in the Quick Links section.

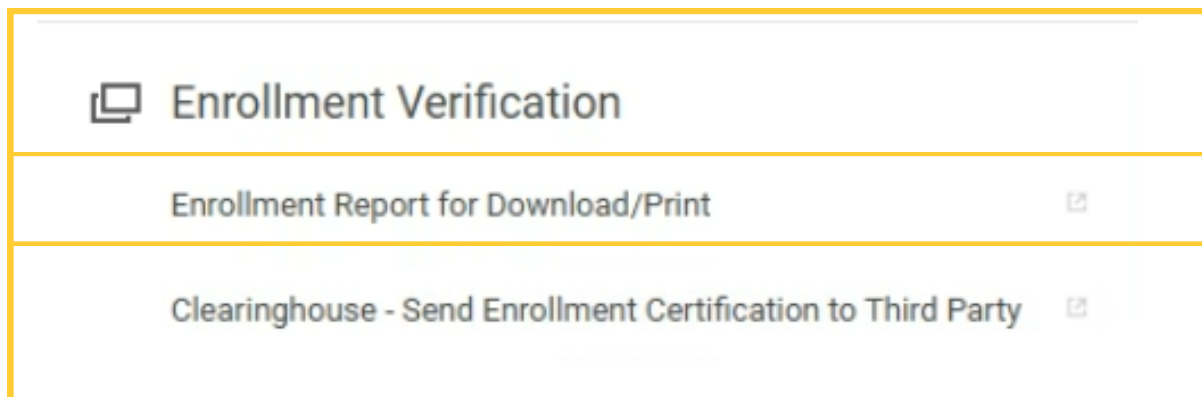
STEP 1

After logging into Workday, click on **Menu** and select **Academics**



STEP 2

Select **Enrollment Report for Download/Print** under **Enrollment Verification** in the right panel

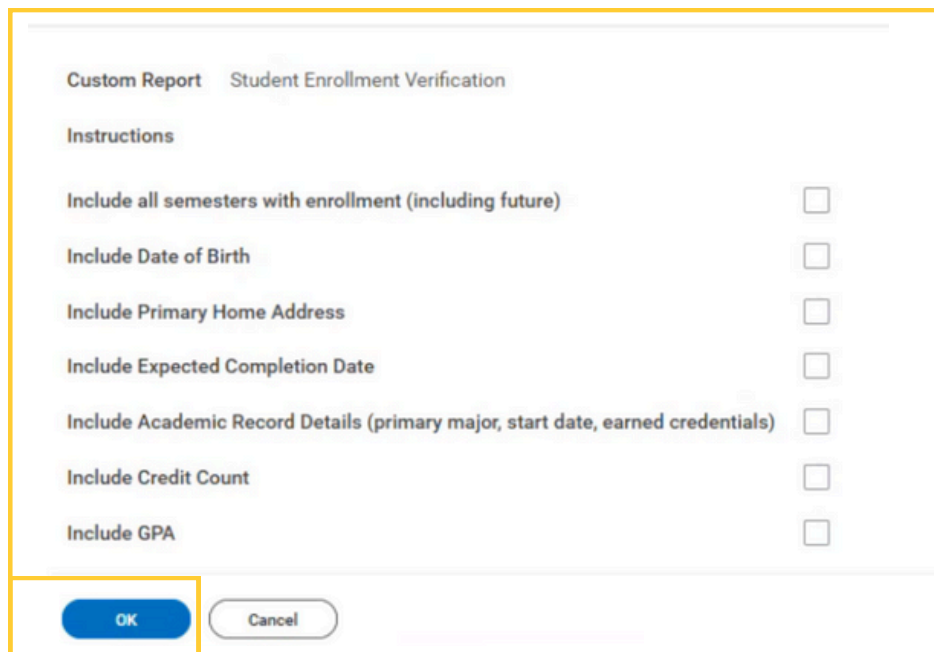


STEP 3

The report will automatically include your name, student ID, academic level, degree type, enrollment start and end dates, enrollment status, and current semester details.

You also have the option to include additional information such as: all semesters (including future), date of birth, primary home address, expected completion date, major, start date, earned credentials, credit count, and GPA.

Check any additional details you'd like to include, then click **OK** to proceed.



Custom Report Student Enrollment Verification

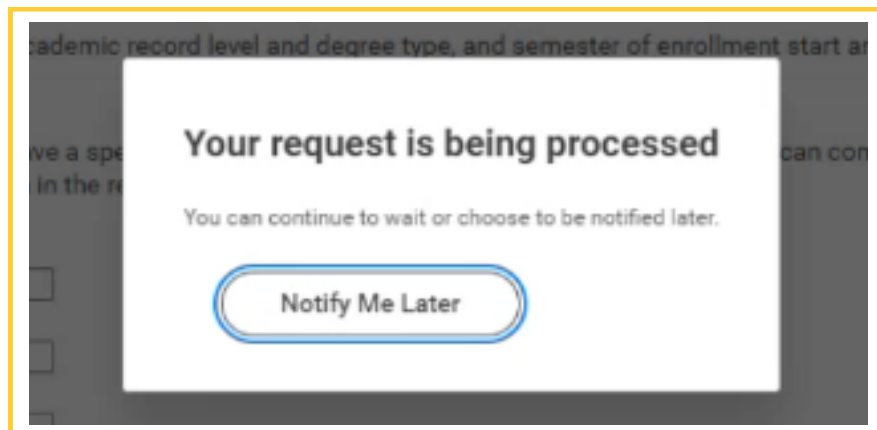
Instructions

- ☐ Include all semesters with enrollment (including future)
- ☐ Include Date of Birth
- ☐ Include Primary Home Address
- ☐ Include Expected Completion Date
- ☐ Include Academic Record Details (primary major, start date, earned credentials)
- ☐ Include Credit Count
- ☐ Include GPA

OK Cancel

STEP 6

You can choose to wait for your file request to be generated, or you can have Workday **Notify Me Later** when your file is ready.



Academic record level and degree type, and semester of enrollment start and end dates.

Your request is being processed

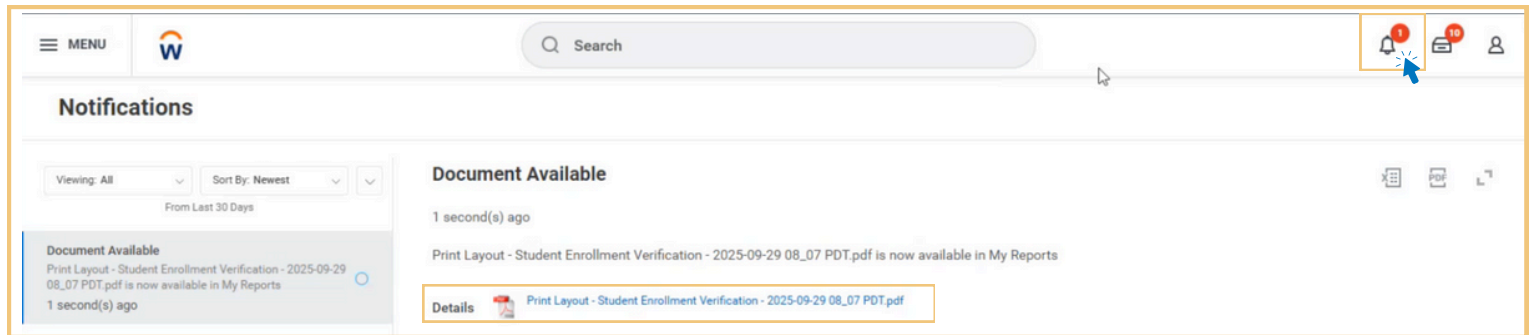
You can continue to wait or choose to be notified later.

Notify Me Later

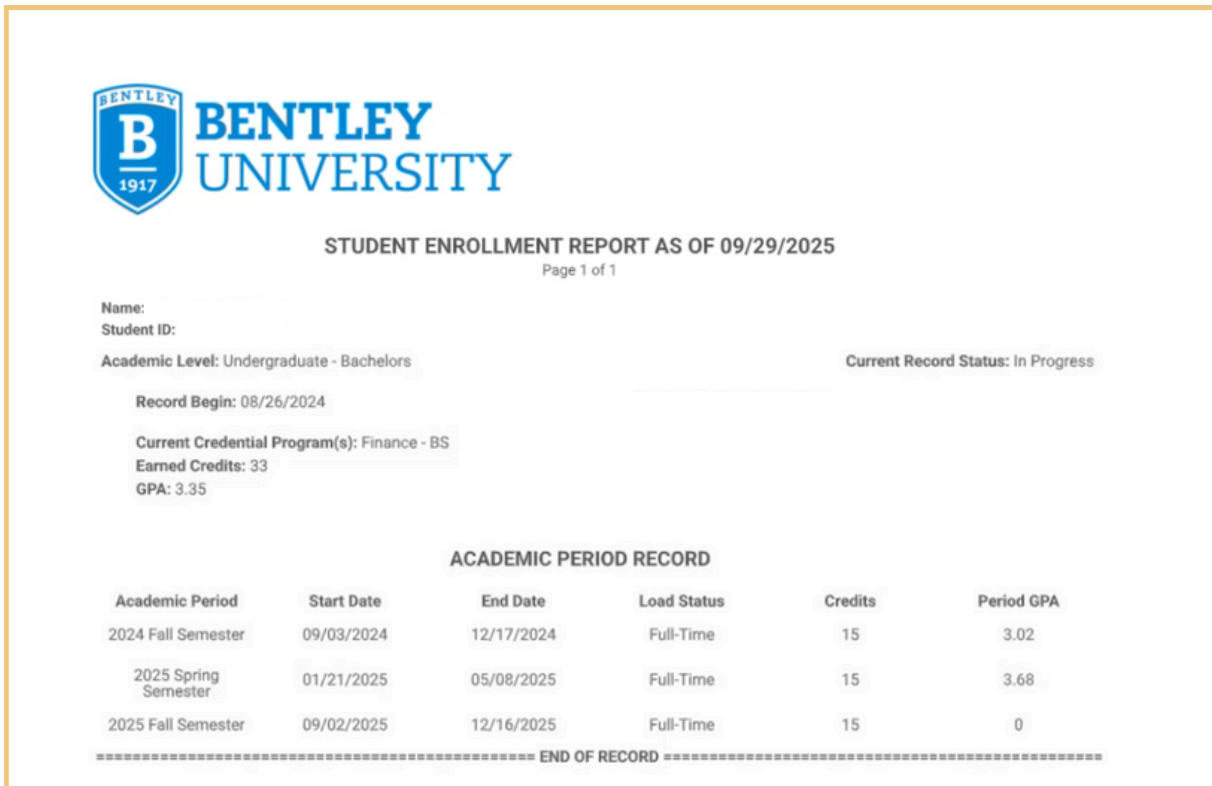


STEP 7

If you choose the Notify Me Later option, you will receive a notice in your Workday inbox indicating that your file is ready. Simply click on the file to open it.



Depending on the options you selected in your enrollment verification request, your file should look something like this. If you missed an option, you can always submit a new request to include it. Just follow the same steps.



Academic Period	Start Date	End Date	Load Status	Credits	Period GPA
2024 Fall Semester	09/03/2024	12/17/2024	Full-Time	15	3.02
2025 Spring Semester	01/21/2025	05/08/2025	Full-Time	15	3.68
2025 Fall Semester	09/02/2025	12/16/2025	Full-Time	15	0

===== END OF RECORD =====