Yeshiva University

OFFICE OF THE REGISTRAR

HOW TO OBTAIN AN ENROLLMENT VERIFICATION CERTIFICATE

1. Go to InsideTrack at insidetrack.yu.edu

2. Log in using your YUAD username and password

3. Click on **Students** on the left side, followed by **Undergraduate / Graduate**

4. Under **Frequently Used Links**, click on **Student Dashboard** to connect to Banner Self-Service

5. Under **My Student Record**, click on **Request Official Transcript/Enrollment Verification**.

6. Click on **Click here to connect to the Clearinghouse**. This will open a new browser window. You may need to disable your pop-up blocker on your computer.

7. Select the type of enrollment verification certificate you require.
   The Clearinghouse Student Self-Service Site offers two types of enrollment verification certificate:
   a. Current enrollment – which only shows the semester you are currently enrolled in at Yeshiva University
   b. All enrollment – which shows all the semesters you were enrolled, including the current semester if applicable, at Yeshiva University

8. After selecting the type of enrollment verification certificate you would like, click on **Obtain an enrollment certificate**. A new browser window will open with your enrollment verification certificate, which you can print and/or save.

9. If you are forwarding your enrollment verification certificate to a third party, be sure to print your policy number, account number, or any other identifying information in the top right corner of each page.

For any questions or concerns, please feel free to contact the Office of the Registrar.