

Verify Last Date of Attendance

University of South Florida
Office of Financial Aid • 4202 East Fowler Avenue, SVC 1102 • Tampa, Florida 33620-6960

Student's Name: _____

USF ID: U _____ Date of Birth: _____ / _____ / _____
Month Day Year

Students who receive all unsatisfactory grades (that is; F, U, I, M) for a term are considered an unofficial withdrawal. A last date of attendance may be reported on the grade sheet submitted by an instructor to the Office of the Registrar for each course. You may request the instructor who taught the last course you attended for that term to document your last date of attendance. Both you and the instructor need to sign, date and return this form with the required information to the Office of Financial Aid. You will be notified regarding the results of our review.

By signing this form, I am requesting that my instructor review his or her records and provide my last date of documented academic activity.

Student's Signature: _____ Date: _____ / _____ / _____
Required (mm/dd/yy)

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

To be completed by the Instructor/Academic Department Chair only:

NOTE: Department Stamp must be provided or signed using Docusign

Term (Ex. Fall 2021) _____

Last Date Attended- **Required**

Subj/Crse/Sec# _____

_____ / _____ / _____
(mm/dd/yy)



By signing this form, I certify the Last Date Attended listed above is accurate and can be supported with written documentation. I agree to retain this documentation and to present it upon request, as it may be required through the annual audit process.

Instructor/Department Chair's Name: _____
Print

Title: _____ Department: _____

Phone Number: (_____) _____ - _____ E-mail Address: _____

Instructor/Department Chair's Signature: _____ Date: _____ / _____ / _____
Required (mm/dd/yy)

All signatures must be handwritten, or signed with Docusign. Typed signatures will not be accepted.