



# Enrollment Verification Form (EVF)

*Please read carefully*

## Who fills out and signs my Enrollment Verification Form?

- Your high school counselor and you are required to complete the EVF.
- Your high school counselor, your parent and you will sign your EVF.
- The Enrollment Services office will sign as the Running Start Representative.

## Can I register for classes before I turn in my EVF?

Yes, please register for your classes on your scheduled access date/time for best class selection. Even though it is important to get your high school counselor to complete your EVF with you, it is just as important to register for classes. You may turn in your EVF before you register or after.

## Do I turn in my EVF before I pay my fees?

Yes, as soon as you turn in your EVF to Enrollment Services, you can verify what fees you owe. It is important that you know when tuition/fees are due every term to ensure you make your payment on time. In addition, please note that we cannot bill your high school for the tuition until you have submitted your EVF.

## Where do I turn in my EVF?

There are two locations to drop off your Enrollment Verification Form:

- Main campus – turn in your EVF to the Enrollment Services office in Gaiser Hall
- CTC Campus – turn in your EVF to the Student Services office

Both locations have drop boxes if the office is closed. You also have the option to scan/email your completed EVF to: [runningstart@clark.edu](mailto:runningstart@clark.edu)