



How to Request an Acceptance/Enrollment/Degree Verification

The Registrar's Office oversees student records and is responsible for the processing of all current student, alumni, and third-party verification requests. This includes verifying acceptance, enrollment, academic standing, and degree status. These verifications can be completed by requesting that an external form be filled out, or a letter be drafted.

To submit a verification request, please go to the ICOM website. Under the “*students*” tab, click on the “*Registrar Office*” webpage. Once there, scroll down to the section for “*Commonly Requested Forms.*” Select the hyperlinked “*Enrollment Verification Form.*”

Fill out the fillable PDF form and email it to the Registrar at: aahmadian@idahocom.org. Be sure to include any forms that you need to have filled out with the ICOM Verification Form, if applicable. Once received, please allow 2 business days for the request to be processed.

What if an outside entity would like access to my Educational Records?

Throughout medical school, it is not uncommon for an interested third-party to request access to your academic records. This might include information about GPA or class rank, or other very specific academic details. In this case, if a third-party reaches out to the Registrar's Office directly on your behalf -for information on your academic records- we must have a signed ICOM FERPA Release on file before anything can be disclosed. This FERPA Release can be found on the Registrar webpage and is titled “FERPA Consent Form.” Once completed, please fill it out and send it to the Registrar at: aahmadian@idahocom.org. This form will be placed in your student file indefinitely. If you would like to reverse a previous release, please reach out to the Registrar to do so.