

How to request an Education Verification from the Defense Language Institute Foreign Language Center

THE FOLLOWING ITEMS ARE REQUIRED TO COMPLETE YOUR REQUEST.

Failure to submit all requested information will result in the inability for DLIFLC to respond to your request. We cannot accept, confirm or provide PII over the phone.

1. A **hand signed release** from the student. Electronic or font types signatures will not be accepted. If we have any doubts of the validity of the signature we will request a new signed release.
2. The **FULL Social Security Number** of the student. We will not process requests with partial or missing SSNs. Date of birth is not needed. *Privacy Act Statement: This information is solicited by authority of Title 10, USC 3012 and Executive Order 9397. SSN Is used as the personal identifier in locating the student's record. Personal Information provided will be used to properly respond to requests. Failure to provide this information will result in the inability of DLIFLC to fulfill the request. We cannot accept an SSN over the phone and we do not have a fax machine.*
3. Full name of student. Include other last names, if any.
4. Mailing address where transcript is to be mailed. NOTE: All requests from DLIFLC are sent ONLY by US Mail. We require a mailing address where you would like the transcript sent. We will not send by email or fax.
4. Attached forms: If you require an attached form, please include this with your request. You may find it easier to have the student complete our Form 220 and send that with your request.

HOW TO SUBMIT YOUR EDUCATION VERIFICATION REQUEST.

You may only submit requests via U.S. mail. Faxed requests are not accepted (we do not have a fax machine). Until other electronic means are provided, please mail your request. We will not provide verifications over the phone.

To send via US Mail, please send to (allow 7-10 days for us to receive your request).

DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
ATTN: ATFL-ASD-DA (REGISTRAR OFFICE)
597 LAWTON ROAD BLDG 634 ROOM 4
PRESIDIO OF MONTEREY CA 93944

Please allow 1-3 weeks for us to process your request once received. All documents sent from DLIFLC will be sent via U.S. mail.