Requesting Out-of-State Verification Forms

If you are applying for licensure in another state (outside of Virginia) and the state requires a verification form to be completed, please complete the top portion with your information and send the form to the Education Support Center as below.

Be sure to indicate how and to whom you want the form returned.

Please provide contact information (email and phone) in case we have questions.

In order to be considered a ‘completer’ at JMU, you must have earned your degree, completed all coursework including student teaching, and taken all tests required for licensure at the time of your program.

Please note:
We attempt to process requests and return them to the requester within two weeks of receipt.
If you graduated prior to 2000, your request may take longer as we will need to request a copy of your transcript from the Registrar.
If your form requires a seal, the processing time may be longer because after we complete the form, we submit it to theRegistrar for the seal.

If you have any questions, please contact Dara Hall at halldm@jmu.edu or 540-568-2996.

Mail Application:  
Education Support Center  
MSC 6915  
James Madison University  
395 South High Street  
Harrisonburg, VA 22807

Scan & Email or Fax:  
halldm@jmu.edu  
Fax: (540) 568-3342

Hand Deliver:  
Education Support Center  
Memorial Hall  
Room 7230E  
Phone: (540) 568-6274