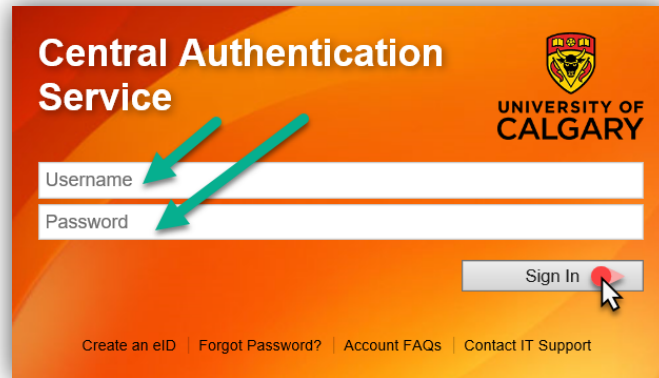
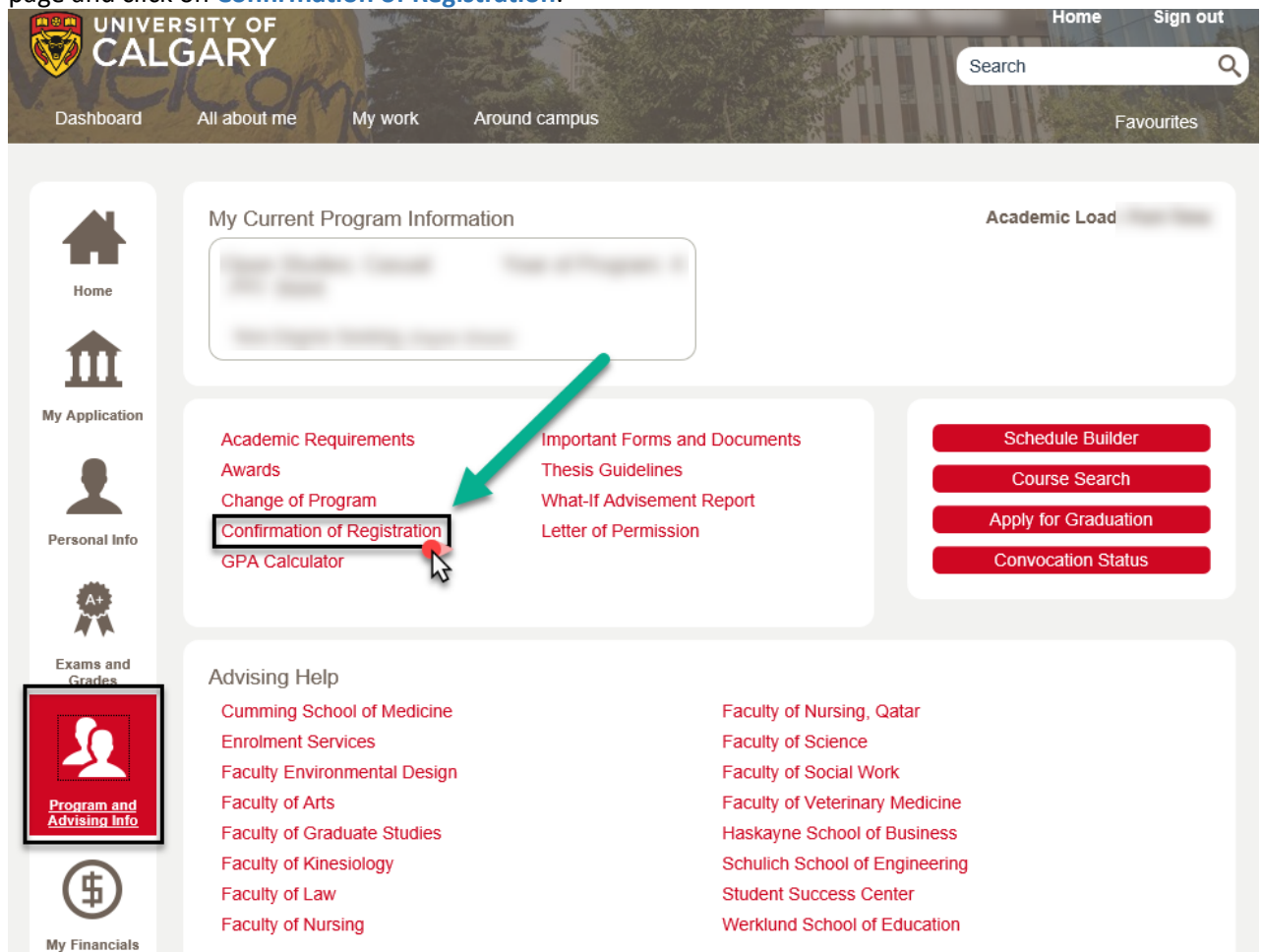


Here are some simple steps to assist you in accessing your Enrolment Verification Letter on your Student Centre:

1. Log into the MyUofC portal



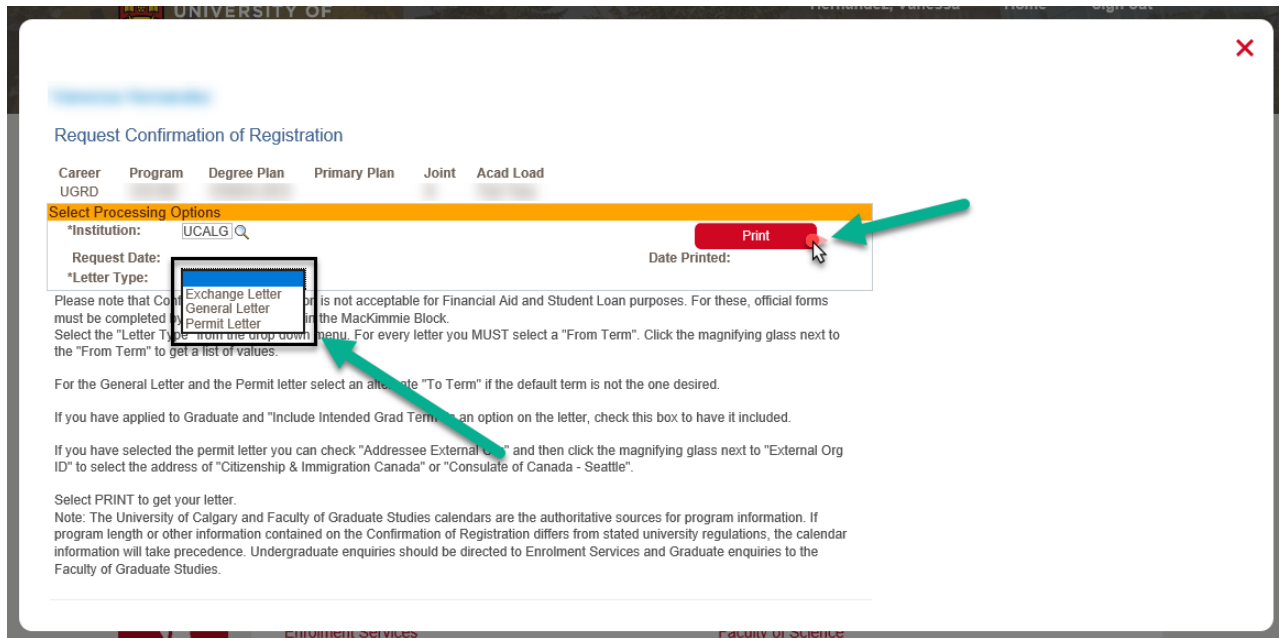
2. After logging into the MyUofC portal, on the **Program and Advising Info** page, scroll to the middle of the page and click on **Confirmation of Registration**.



3. Select the type of letter that you require (a General Letter will usually suffice for accessing education funds. The Permit Letter can be used to obtain immigration-related documentation)

Registration

How to Access your Enrolment Verification Letter



Request Confirmation of Registration

Career Program Degree Plan Primary Plan Joint Acad Load
UGRD

Select Processing Options

*Institution: UCALG

Request Date: Date Printed: **Print**

*Letter Type: Exchange Letter
General Letter
Permit Letter

Please note that Confirmation of Registration is not acceptable for Financial Aid and Student Loan purposes. For these, official forms must be completed by Enrolment Services in the MacKimmie Block.
Select the "Letter Type" from the drop down menu. For every letter you MUST select a "From Term". Click the magnifying glass next to the "From Term" to get a list of values.

For the General Letter and the Permit letter select an alternate "To Term" if the default term is not the one desired.

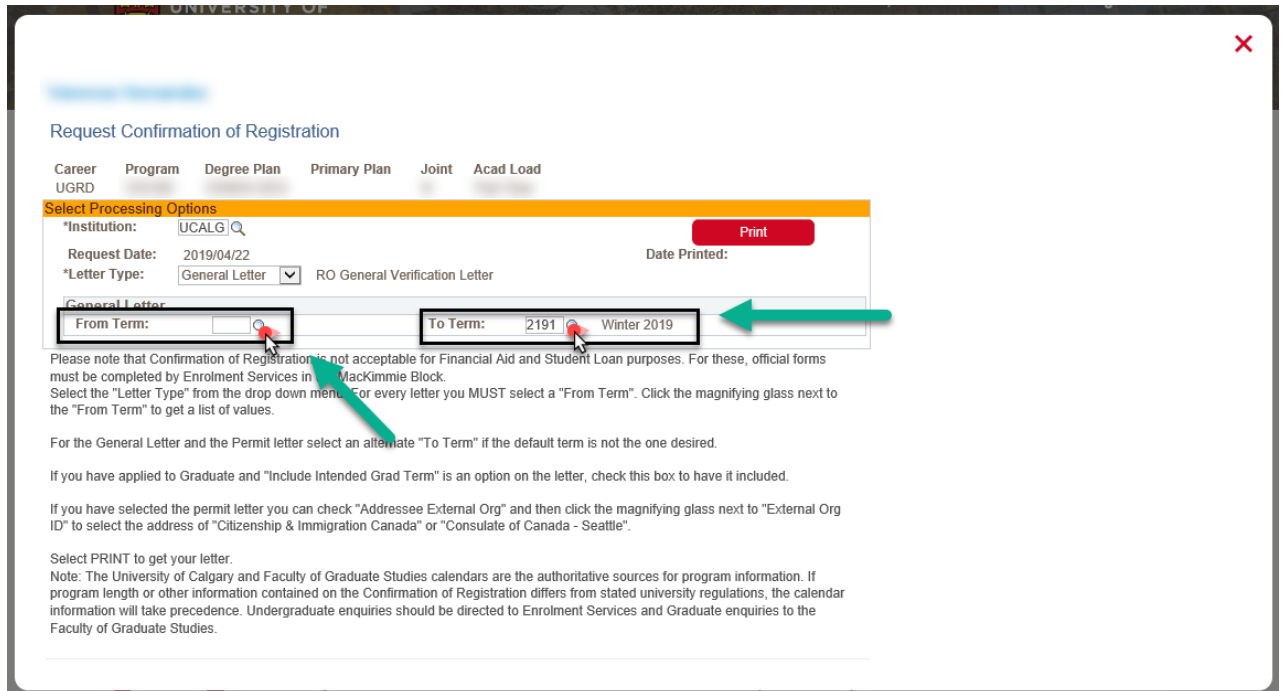
If you have applied to Graduate and "Include Intended Grad Term" is an option on the letter, check this box to have it included.

If you have selected the permit letter you can check "Addressee External Org" and then click the magnifying glass next to "External Org ID" to select the address of "Citizenship & Immigration Canada" or "Consulate of Canada - Seattle".

Select PRINT to get your letter.

Note: The University of Calgary and Faculty of Graduate Studies calendars are the authoritative sources for program information. If program length or other information contained on the Confirmation of Registration differs from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to Enrolment Services and Graduate enquiries to the Faculty of Graduate Studies.

4. Click on the magnifying glass to look up and select the terms that you would like the letter to verify your enrolment for



Request Confirmation of Registration

Career Program Degree Plan Primary Plan Joint Acad Load
UGRD

Select Processing Options

*Institution: UCALG

Request Date: 2019/04/22 Date Printed: **Print**

*Letter Type: General Letter RO General Verification Letter

General Letter

From Term: To Term: 2191 Winter 2019

Please note that Confirmation of Registration is not acceptable for Financial Aid and Student Loan purposes. For these, official forms must be completed by Enrolment Services in the MacKimmie Block.
Select the "Letter Type" from the drop down menu. For every letter you MUST select a "From Term". Click the magnifying glass next to the "From Term" to get a list of values.

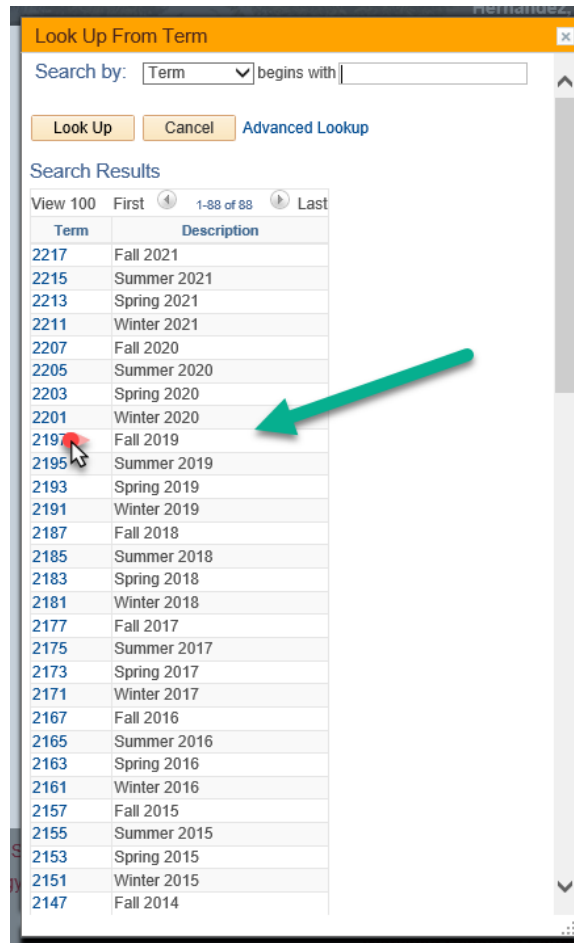
For the General Letter and the Permit letter select an alternate "To Term" if the default term is not the one desired.

If you have applied to Graduate and "Include Intended Grad Term" is an option on the letter, check this box to have it included.

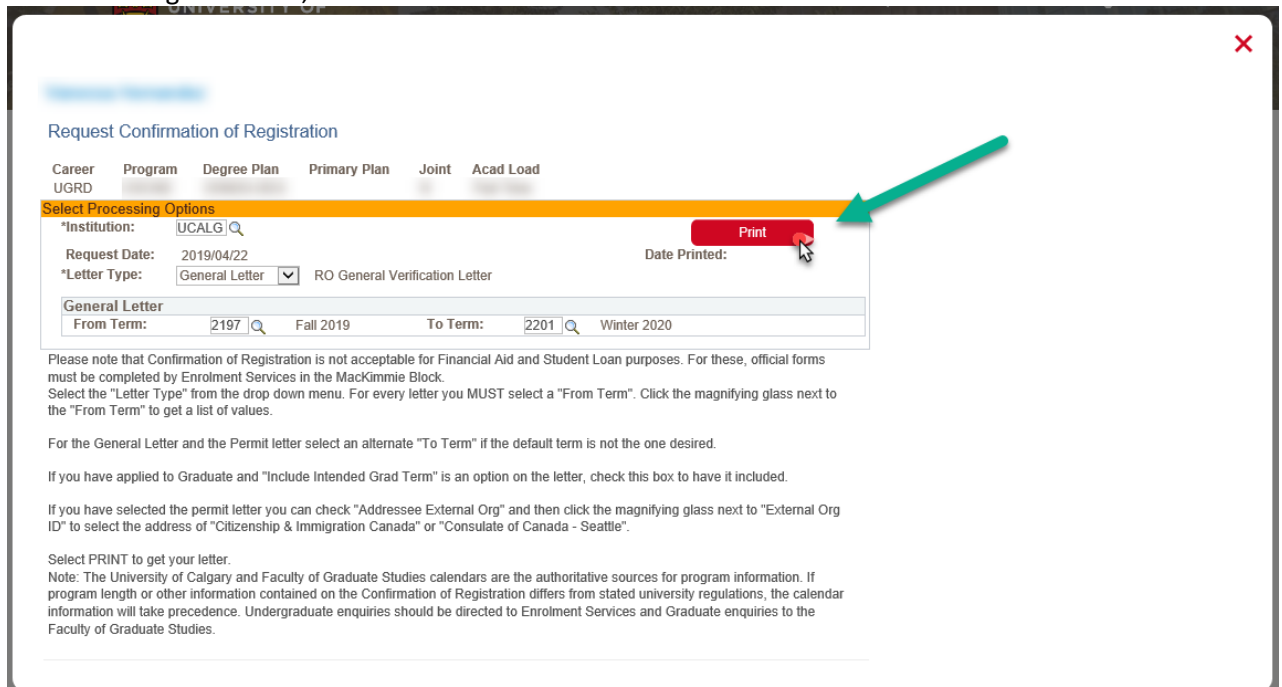
If you have selected the permit letter you can check "Addressee External Org" and then click the magnifying glass next to "External Org ID" to select the address of "Citizenship & Immigration Canada" or "Consulate of Canada - Seattle".

Select PRINT to get your letter.

Note: The University of Calgary and Faculty of Graduate Studies calendars are the authoritative sources for program information. If program length or other information contained on the Confirmation of Registration differs from stated university regulations, the calendar information will take precedence. Undergraduate enquiries should be directed to Enrolment Services and Graduate enquiries to the Faculty of Graduate Studies.



5. After selecting the terms, click **Print**.



6. Your Enrolment Verification letter should now appear on your screen.

Registration

How to Access your Enrolment Verification Letter



Please note: you must disable to pop-up blocker on your browser in order for the letter to appear on your screen.



ENROLMENT SERVICES

Mackimmie Library Block
Telephone: 403-210-7625
Fax: 403-289-1253
Website: www.ucalgary.ca/registrar

April 22, 2019

To Whom It May Concern:

This is to certify the following program and enrolment information for the above-named student at the University of Calgary as of this date:

Name (Last, First Middle): [REDACTED] Student ID: [REDACTED]

Date of Birth: [REDACTED]

Program(s) for Winter 2020

[REDACTED]

Current Program Year: [REDACTED]

Term	Program	Begin Date	End Date	Status
[REDACTED]	[REDACTED]	06-Jan-2020	30-Apr-2020	[REDACTED]
[REDACTED]	[REDACTED]	26-Aug-2019	24-Dec-2019	[REDACTED]

Verification of the above information can be confirmed by contacting Enrolment Services: 403-210-7625.

End of Procedure.