Below is a step-by-step guide to assist you in accessing your Confirmation of Registration (COR) letter.

1. Log into your Student Centre (my.ucalgary.ca)

2. Go to the Program and Advising Info tab on the navigation panel, scroll to the middle of the page, and click on Student Confirmation Letters.
3. Select the letter type – **Confirmation of Registration**

![Confirmation of Registration](image)

Instructions for requesting your letter:
1. Determine what letter type you require. For help selecting which letter to request, visit [www.ucalgary.ca/registrar/mycreds/letters](http://www.ucalgary.ca/registrar/mycreds/letters) for more information on letter types, content and more.
2. Click the drop-down below to select your letter. You will be taken to a separate page that contains specific information for the letter you have selected.
3. Submit your letter request & watch your email for next steps.

**Note:** The University of Calgary calendars are the authoritative sources for program information. If program information contained on the Anticipate to Graduate letter 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. Select the **Term** you would like to request the COR Letter for.

For the **Include Fee Assessment** section, toggle the button to confirm ‘Yes’ if you require the letter to list all fees assessed for the terms, and ‘No’ if you do not require this.

*Note, these are two separate letter requests.*

Input YOUR **Email Address**. This email address will be used to send you your **MyCreds** login information. **DO NOT ENTER THE RECEPIENT’S EMAIL ADDRESS.**

Now, click **Send**.
5. The screen will confirm that your request has been submitted. This page will also confirm the Print Date that will be reflected on the requested letter.

6. **MyCreds Registration:** If this is your first time requesting a MyCreds document, you will receive an email to the email address you provided in Step 4. The email will provide you with the link to Register to the MyCreds.ca portal. **Proceed to Page 4, Step 7.**

**MyCreds Login:** If you already have a MyCreds account associated with the email address mentioned in Step 4, please skip forward to **Page 6, Step 11.**
7. Once you click the Register link, you will be redirected to the MyCreds registration page. Fill out your First Name, Last Name and Email Address (email address should be the same as what was provided in your student centre request in Step 4). Click on Next.

8. The next screen will request a 6-digit Verification Code. MyCreds will send this code to your email inbox to verify your email.
9. Open your email inbox to view the 6-digit Verification Code. Copy this code over to the MyCreds page.

10. Once you have pasted the code to the MyCreds page, click Next.
11. **If you already have a MyCreds account associated with the email address mentioned in Step 4, you can enter your login information directly on the MyCreds Sign in page to access the letter.**

12. You are now logged in to your MyCreds portal. Your requested letter should be available on the Documents page. Click on the tile with your letter to open it.
13. The next page will indicate that there is **Payment required** to access the letter. You can initiate this payment through the **Pay** button.

![Image of Pay button]

14. Once payment is complete, you can **view, download, and share** the letter. The **Access Expiry** indicates the date this letter will no longer be available on your MyCreds portal.

![Image of Access Expiry]

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**End of Procedure. For further questions, please contact** [Enrolment Services](#).

**NOTE:** If there are changes to your registration i.e. you have added, dropped or withdrawn from courses) please follow Steps 1-5 to request your COR letter to be updated in your Student Centre (my.ucalgary.ca). The access expiry on this letter will be the same date the initial request was made.