



Proof of Enrollment Guidelines

1. Required information for Proof of Enrollment

Make sure you include the following information:

- Beneficiary/student's full name.
- Name of educational institution (by logo, letterhead or website address).
- Name of program of study.
- Program type – university, college, trade college or other.
- Qualified education program (full-time) or specified educational program (part-time).
- Program length (# of years).
- Course length (# of weeks) – i.e., fall usually 13 weeks, but could be as little as 3 weeks.
- Start date/Term date.

Note: Students may need to provide one or more of the acceptable documents to capture all the required information listed above.


2. Type of valid Proof of Enrollment

Document Type	Valid Proof of Enrollment
Letter from the Registrar office	Signed or certified by Registrar office or department head. Note: The student may be charged for this letter.
Email confirmation of enrollment from the Registrar office	Email must include enrollment details and be sent from the school's web domain (e.g. registrar@utoronto.ca).
Invoice or receipt of payment from Registrar office	Identifies if it's a part or full-time program (by course length, tuition cost or number of courses). Note: If the only requirement to enroll in an educational institution is to pay, an invoice may be acceptable.
Print of online confirmation of registrar status	Must contain the school's website address (domain).
Timetables or course schedules	Includes name of student, program type, term, either a school name, logo or website address.
T2202 or T2202A Receipt	Submitted within the first six months following the end of the beneficiary's term of enrollment in a qualifying program.

Note to avoid delays in processing your request follow these best practices:

- Issue dates of POE document(s) must be current.
- Apprenticeships taken through an approved post-secondary school are acceptable however does not include "on the job hours."
- Proof of enrollment documents must come from the educational institution (school) and include the institution's name and logo.
- Proof of enrollment documents are valid up to six months after the end of the enrollment period.
- It is recommended that a fax or scanned copy of the paper document or official website printout be provided. Phone pictures of documents or computer screens may be illegible once they are submitted.

Example: Letter from the Registrar's Office



DALHOUSIE
 UNIVERSITY

2

Apr 23, 2025

To whom it may concern:

1 3
5 This is to confirm that <Student Name> (#####) is registered as a
 full-time student in the Bachelor of Science (Nursing) program for the 2024/2025 Summer
 academic term (May 5, 2025 to August 6, 2025) at Dalhousie University. They are in year 1
 of a 3 year program.

6
8
7
4

Sincerely,

Signature

Registrar Name
 Assistant Vice-President, Enrolment Management and University Registrar


OFFICE OF THE REGISTRAR | PO Box 15000 | Halifax NS B3H 4R2 Canada | 902.494.2450 | FAX: 902.494.1630 | registrar@dal.ca | dal.ca/registrar

AGRICULTURAL CAMPUS | PO Box 550 | Truro NS B2N 5E3 Canada | 902.893.6722 | FAX: 902.895.5529 | enrolment.services@dal.ca | dal.ca/registrar-dac

DAL. C.A.

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7. Course length – number of weeks.
8. Start date/term date.

Example: Verification of Enrollment – Registrar’s Office



2 TRENT UNIVERSITY
4
 Office of the Registrar

1 **Student Name:**
 Student Name

Student Number:
 #####

Verification of Enrolment

Address: (Trent University cannot verify a student’s address)

3 Program of Study (Note 1) BAH.PSYC.SOCI	Degree Credits Successfully Completed: 9.50
Country of Academic Institution: Canada	Current Enrolment in credits (Note 2) 5 5.00

8 **Academic Session Start and End Dates:**
 5 September 2024 – 23 April 2025 (24 weeks of study) **7**
Full-time: approximately 15-20 hours weekly
Part-time: Approximately 10-15 hours weekly

Note 1: Includes student majors(s), degree type. ****The above student is enrolled/registered in year: 3** **6**

6 Three-year General Degree - 15 credit program.
 Four-year Honours Degree - 20 credit program.

Note 2:

5 Full Time: Enrolment in 3.5 or more credits during an academic session.
Part Time: Enrolment in 3.0 or fewer credits during an academic session.

All undergraduate programs verified on this form are degree programs. The enrolment information contained on this form for the student named above is correct as of:

August 7, 2024.

Name and Title of Designated Official: Registrar Name , University Registrar	Signature of Designated Official Signature
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The information on this form is collected under the authority of the Trent University Act, 1963 and is intended to release information from the student's records. If you have any questions about the collection, use or disclosure of this information by the University Registrar, Office of the Registrar, Blackburn Hall, reg@trentu.ca or telephone 705-749-1212.

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Example: Email from the Registrar's Office

2 **From:** Memorial University – Registrar's Office
Sent: August 23, 2023 6:05 AM

1 **To:** [Recipient]
Subject: Student Enrollment Verification

Enrollment Verification

As of August 23, 2023

[Student First and Last Name] **Student Number: #####**

P.O. Box ### OR Street #, Street Name

City, Province, Postal Code, Country **5** **2** **4**

This is to verify that you, [Student First and Last Name], are registered as a Full-Time student at Memorial University of Newfoundland for the 2023-2024 Fall Semester. The semester length is 14 weeks from September 06, 2023, to December 15, 2023. Your program of study is listed as: International Bach. Of Arts. **3** **7** **8**

6 To date you have earned 78 credit hours (0-17 credit hours = Year 1; 18-47 credit hours = Year 2, 48-77 credit hours = Year 3; 78-107 credit hours = Year 4; 108 or more credit hours = Year 5). You are registered for the following:

CRN	SUBJ CRSE	SECT	TITLE	CREDS IP*	DAYS	TIME	BLDG	ROOM	INSTRUCTOR
77272	GEOG 2001	081	Cultural Geography	3.00	TBA	TBA	TBA	TBA	[Name]
75112	HIST 3030	081	Envrnmntl History	3.00	TBA	TBA	TBA	TBA	[Name]
68108	POSC 2100	001	Intro to Political Theory	3.00	TR	0200-0315pm	SN	3058	[Name]
70546	POSC 3010	001	Empirical Mthds Political Sci	3.00	MW	0330-0445pm	SN	2036	[Name]

*If the IP field contains an entry of Y, registration in that particular course is contingent on successful completion of an in-progress prerequisite course.

Other registration activity for the 2024-2025 Fall semester:

CRN	SUBJ CRSE	SECT	TITLE	STATUS
79256	POSC 4340	056	Women and Mass Politics	Inactivated Waitlist

You are academically and financially liable for the courses for which you have registered. Please ensure the accuracy of the above information and report any discrepancies to the Office of the Registrar immediately.


Please note that your eligibility to remain registered in courses for the current semester is subject to final confirmation of your eligibility for admission, promotion, or continuation. Please consult the University Calendar for the related academic regulations and requirements.

Students registered for distance courses are advised to visit the Distance Education section upon registration for essential course information, and periodically throughout the semester for information on exams. This information is no longer emailed to students.

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7. Course length – number of weeks.
8. Start date/term date.

Example: Invoice

Invoice 2023-07-15, 1:45 PM



**UNIVERSITY OF
TORONTO**

4

University of Toronto
 215 Huron Street, 3rd Floor
 Toronto, Ontario
 M5S 1A2
 Tel: (416) 978-2142
 Fax: (416) 978-2610
 Email: info.studentaccount@utoronto.ca

Account Invoice

Student Name: First Name Last Name **1** **Last Updated:** July 15, 2023

Invoice: Fall-Winter 2023-2024

Page: 1 23-07-15 13:45:01

** YOUR CURRENT ACCOUNT IS DISPLAYED HERE IN INVOICE FORMAT. **

First Name Last Name	ROSI Account : #####
Address Line 1	Student : 123456789
City, Province, Postal Code	Timestamp : 07/15/2023 13:45:02

ROSI Account Balance Up to the End of the Session: \$ 7,878.45

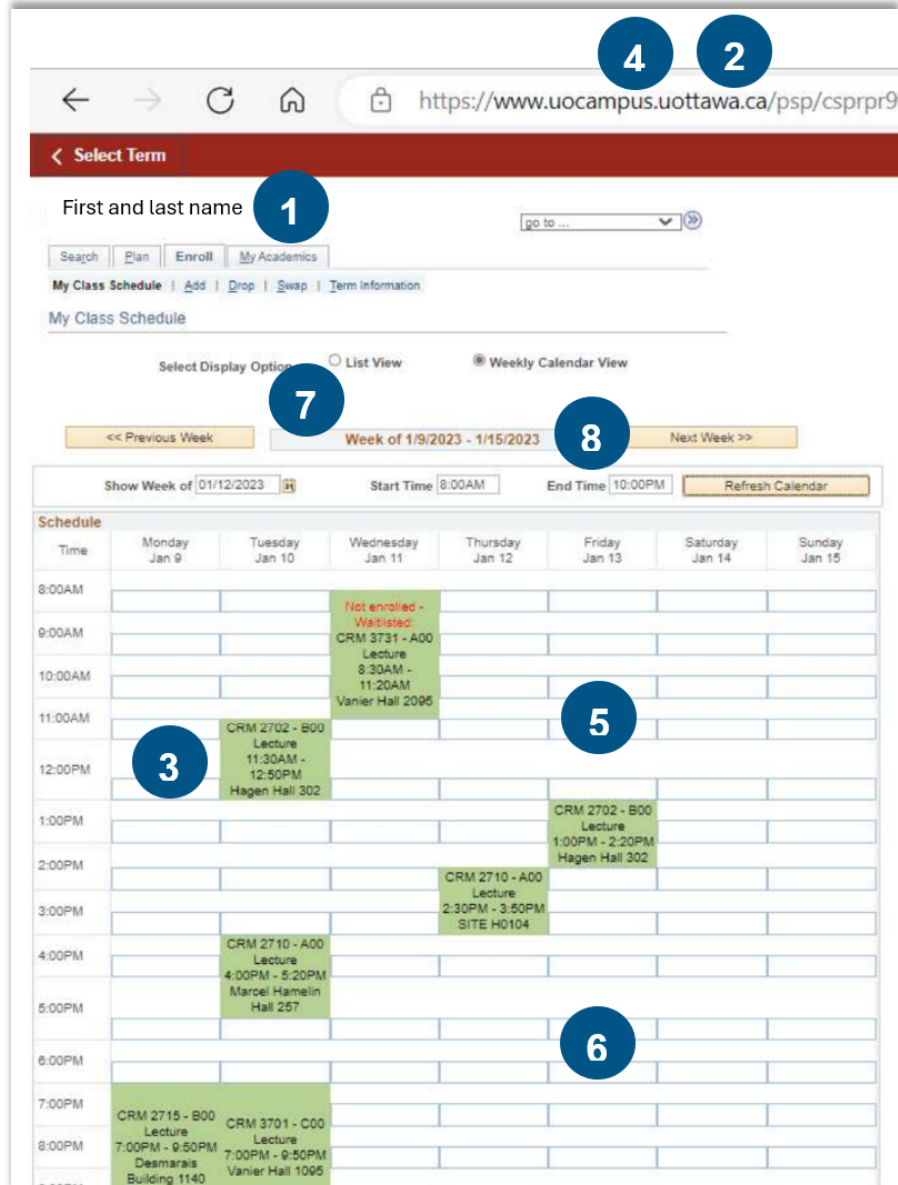
2023 FALL - 2024 WINTER **6** **7**

TUITION - A&S Yr 1 Studies Humanities 3	
2023 Fall	
5 Program fee FT - Domestic	\$ 3,050.00
Fall Term Sub-total	-----\$ 3,050.00
TUITION - A&S Yr 1 Studies Humanities	
2024 Winter	
5 Program fee FT - Domestic	\$ 3,050.00 5
Winter Term Sub-total	-----\$ 3,050.00

8

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6. Program length – number of years.
7. Course length – number of weeks (inferred based on fall and winter terms).
8. Start date/term date (can be confirmed on educational institution website).

Example: Timetable

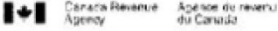


The screenshot shows a web interface for viewing a class schedule. The URL is <https://www.uocampus.uottawa.ca/psp/csprpr9>. The page includes a search bar for the student's name, navigation buttons for 'My Class Schedule', and options to view the schedule as a list or a weekly calendar. The calendar view shows a week starting on 1/9/2023. The schedule table below shows classes for Monday through Sunday, with specific course codes, lecture times, and locations.

Time	Monday Jan 9	Tuesday Jan 10	Wednesday Jan 11	Thursday Jan 12	Friday Jan 13	Saturday Jan 14	Sunday Jan 15
8:00AM			Not enrolled - Waitlisted				
9:00AM			CRM 3731 - A00 Lecture 9:30AM - 11:20AM Vanier Hall 2095				
10:00AM							
11:00AM		CRM 2702 - B00 Lecture 11:30AM - 12:50PM Hagen Hall 302					
12:00PM							
1:00PM					CRM 2702 - B00 Lecture 1:00PM - 2:20PM Hagen Hall 302		
2:00PM				CRM 2710 - A00 Lecture 2:30PM - 3:50PM SITE H0104			
3:00PM							
4:00PM		CRM 2710 - A00 Lecture 4:00PM - 5:20PM Marcel Hamelin Hall 257					
5:00PM							
6:00PM							
7:00PM	CRM 2715 - B00 Lecture 7:00PM - 9:50PM Desmarais Building 1140	CRM 3701 - C00 Lecture 7:00PM - 9:50PM Vanier Hall 1095					
8:00PM							

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4. Program type – university, college, trade college or other.
5. Qualified education program (full-time) or specified education program (part-time), calculated based on hours per week and course length.
6. Program length – number of years (can be confirmed on educational institution website).
7. Course length – number of weeks (calculated based on term start dates).
8. Start date / term date.

Example: T2202



Canada Revenue Agency / Agence du revenu du Canada

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For student / Pour étudiant **1**

Year / Année **2022**

Tuition and Enrolment Certificate Certificat pour frais de scolarité et d'inscription

<p>2 Name and address of designated educational institution Nom et adresse de l'établissement d'enseignement</p> <p>Toronto Metropolitan University, 350 Victoria Street, Toronto, Ontario, Canada,</p>		<p>11 School type Catégorie d'école</p> <p>1</p>	<p>4</p>	<p>12 Flying school or club École ou club de pilotage</p> <p>6</p>	<p>14 Student number Numéro d'étudiant</p> <p>123456789</p>	<p>15 Filer Account Number Numéro de compte du déclarant</p>																																				
<p>3 Name of program or course Nom du programme ou du cours</p> <p>Professional Communication</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Session année</th> <th style="width: 10%;">From De</th> <th style="width: 10%;">To À</th> <th style="width: 10%;">Number of months part-time</th> <th style="width: 10%;">Number of months full-time</th> <th style="width: 10%;">Eligible tuition fees, part-time and full-time</th> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total / Totaliser</td> <td style="text-align: center;">54</td> <td style="text-align: center;">26</td> <td style="text-align: center;">30</td> </tr> </table>	Session année	From De	To À	Number of months part-time	Number of months full-time	Eligible tuition fees, part-time and full-time	1	2	1	2	1	2	2	1	2	1	2	1	3	1	2	1	2	1	4	1	2	1	2	1	Total / Totaliser			54	26	30	<p>19 From De</p> <p>20 To À</p>	<p>21 Number of months part-time</p> <p>Nombre de mois à temps partiel</p>	<p>22 Number of months full-time</p> <p>Nombre de mois à temps plein</p>	<p>25 Eligible tuition fees, part-time and full-time Frais de scolarité admissibles pour études à temps partiel et à temps plein</p> <p>1256.81</p>
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Canada
Protected B when completed
Protégé B une fois rempli

For student / Pour étudiant **2**

Year / Année **2022**

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