Confirmation of Enrolment Options

Students requiring confirmation of enrolment/attendance at the University of Guelph for a given semester can either download a detailed financial statement themselves from WebAdvisor or request an official Confirmation of Enrolment letter from the Office of Registrarial Services. Additional details about these two options are below.

1. Financial Statement on WebAdvisor

Most financial institutions do not require an official Confirmation of Enrolment letter to release RESP funds. In many cases, your semesterly statement provided on WebAdvisor is sufficient and a faster, free-of-charge option. To download the statement from WebAdvisor, go to Account View, select the semester and click on "View Statement" on the right.

Your financial statement contains the following:

- Name
- Home address
- Student ID number
- Charges (tuition and fees) and payments
- Courses you're registered in (section, title, number of credits and start/end dates)

2. Official Confirmation of Enrolment Letter

Official Confirmation of Enrolment letters can be requested from the Office of Registrarial Services. To request a letter, follow the form link on the Confirming Enrolment webpage. Processing time typically ranges between 5 and 7 business days.

An **Undergraduate** Confirmation of Enrolment letter contains the following:

- Name
- Home address
- Student ID number
- Program of study
- Number of credits successfully completed
- Number of credits in progress for the current semester
- Number of credits registered in for the upcoming semester
- General notes related to program length, class level, full-time vs. part-time load, and semester dates

Here's an example of the student's information on an undergraduate letter:

John Smith 123 House Lane Guelph, ON	ID #:1234567 E-MAIL:student@uoguelph.ca

Program of Study (see Note 1)	Bachelor of Arts, General Area of Concentration Psychology
Number of Credits Successfully Completed (see Note 2)	12.00

Enrolment by Semester with Credits and/or Co-op Work Term Information (see Notes 2 & 3)		
Winter 2024	January 08 to April 23, 2024	2.50 credits
Summer 2024	May 09 to August 14, 2024	2.00 credits
Fall 2024	September 05 to December 13, 2024	

Here are the general notes included on the letter:

Note 1	* Associate Diploma is a 2-year program. * The General degree is a 3-year program. * All other programs are 4-year programs. * Students enrolled in co-op programs may be registered for 5 years when work terms are taken into account.				
Note 2	**Class level is determined on the basis of successfully completed courses plus the number of courses in progress**				
	Year 1	Class level 1:	less than or equal to 2.5 credits	Class level 2:	2.75 to 5.00 credits
	Year 2	Class level 3:	5.25 to 7.50 credits	Class level 4:	7.75 to 10.00 credits
	Year 3	Class level 5:	10.25 to 12.50 credits	Class level 6:	12.75 to 15.00 credits
	Year 4	Class level 7:	15.25 to 17.50 credits	Class level 8:	17.75 to 20.00+ credits
Note 3	* Full-time load is 2.00 credits or greater. * Part-time load is less than 2.00 credits. * Co-op work term is a full-time load. * Students can register for courses up to and including the first week of each semester. * The primary language of instruction at the University of Guelph is English.				
Hours	A credit weight of [0.50] indicates 10-12 student effort hours per week, including class time, on academic tasks associated with the course.				
Additional Notes					

A **Graduate** Confirmation of Enrolment letter contains the following:

- Name
- Student ID number
- Program
- Classification (full-time or part-time)
- Semester of expected completion
- Semester dates

Here's an example of the student's information on a graduate letter:

PROGRAM:	Master of Arts, Psychology
SEMESTER:	Winter 2023 (January - April) See Note Below for Dates
CLASSIFICATION:	Registered Full Time
EXPECTED COMPLETION:	September 2023