



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

Many financial institutions do not require a Confirmation of Enrolment letter to release RESP funds. In these 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.

Account Activity
View your Financial Activity

Term Winter 2023 - Balance: \$3,572.33 [View Statement](#)

Charges \$3,632.33 - Payments \$60.00 = Balance \$3,572.33

Expand All

Charges \$3,632.33

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:

SAMPLE STUDENT NAME 123 Fake St. Provincetown, ON X1X Y2Y	ID #:1234567
Program of Study (see Note 1)	Bachelor of Science, Honours Co-op Major Marine & Freshwater Biology
Number of Credits Successfully Completed (see Note 2)	14.75
Current Semester	Fall 2022, September 08 to December 16
Current Enrolment in Credits and/or Co-op Work Term Information (see Notes 2 & 3)	Co-Op Work Term and 0.50 credits
Future Enrolment in Credits and/or Co-op Work Term (see Notes 3 & 4)	W23 2.25 credits

Here are the general notes included on the letter:

Note 1	<ul style="list-style-type: none"> * The General designation indicates a 3-year program. * Associate Diploma designates a 2-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	Year 1	Class 1:	less than or equal to 2.5 credits	Class 2:	2.75 to 5.00 credits
	Year 2	Class 3:	5.25 to 7.50 credits	Class 4:	7.75 to 10.00 credits
	Year 3	Class 5:	10.25 to 12.50 credits	Class 6:	12.75 to 15.00 credits
	Year 4	Class 7:	15.25 to 17.50 credits	Class 8:	17.75 to 20.00 credits
	Engineering – 23.5 credits				
Class level is determined on the basis of successfully completed courses plus the number of courses in progress.					
Note 3	<ul style="list-style-type: none"> * Current Enrolment in Credits (Academic Load). * 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 are able to register for courses up to and including the first week of each semester. 				
Note 4	S = Summer S22 Semester – May 12, 2022 to August 19, 2022 F = Fall F22 Semester - September 8, 2022 to December 16, 2022 W = Winter W23 Semester – January 9, 2023 to April 25, 2023				
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