# ENROLLMENT VERIFICATION

A Verification of Enrolment is a snapshot of your current or past registration status at Queen’s. Student requiring a Verification of Enrolment may generate the form via the SOLUS Student Center.

## Processing Steps

### Step 1:

Access the main page of SOLUS via the following navigation:

- Main Menu > Self Service > Student Center

### Step 2:

Click on the other academic... drop-down list box to access the list.
### Step 3:

Select Enrollment Verification.

### Step 4:

Click the Go button.
## Step 5:
Click on the **change year** button to select the appropriate year.

### Screenshots

**Verification of Enrollment**

The Verification of Enrollment form has been designed to provide an on-line system to expedite the confirmation of information required by students. This process will replace all hand-processed forms (with the exceptions of Government Student Loans and Canada Pension Plan forms). This form is to be used for such purposes as Registered Education Savings Plans (RESP); Student Line of Credit; Provincial Health Care Insurance; Non-Queen’s Scholarships and Awards, etc.

Since verification of enrollment documents are being created using an authorized logon protocol a University signature and/or seal is not required.

**Government Student Loans:** this verification of enrollment does not satisfy the required confirmations for government student financial assistance (e.g. OSAP, Canada Student Loans, provincial student loan programs). To keep your government student loans in interest-free status you must complete the appropriate government-approved forms available from the Office of the University Registrar, Student Awards (125 Gordon Hall).

**Canada Pension Plan:** this verification of enrollment does not satisfy the required confirmations required to access funding through the Canada Pension Plan Children’s Benefit. After you have completed the registration process you must bring the appropriate form to the Office of the University Registrar, Records and Services (125 Gordon Hall).

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## Step 6:
1. Select the appropriate year.
2. Click on the **CONTINUE** button.

### Screenshots

**Verification of Enrollment**

**Select Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Undergraduate</td>
<td>Queen’s University</td>
</tr>
<tr>
<td>2014</td>
<td>Undergraduate</td>
<td>Queen’s University</td>
</tr>
<tr>
<td>2015</td>
<td>Undergraduate</td>
<td>Queen’s University</td>
</tr>
<tr>
<td>2016</td>
<td>Undergraduate</td>
<td>Queen’s University</td>
</tr>
</tbody>
</table>

**CONTINUE**
### Processing Steps

#### Step 7:
Click the **retrieve** button to load your **Verification of Enrolment** Report.

#### Step 8:
The **Verification of Enrolment** document will open in a separate window.