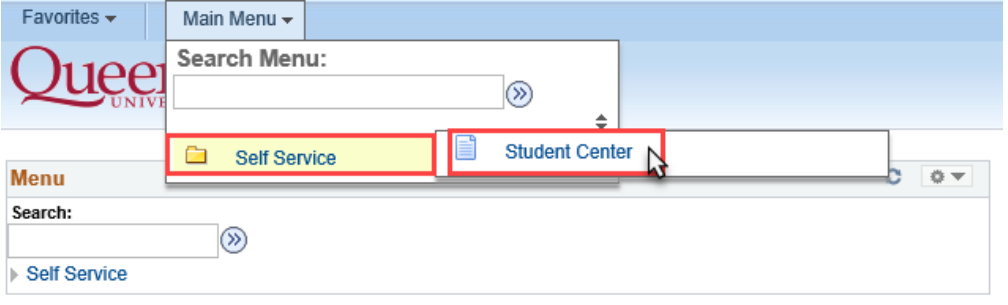
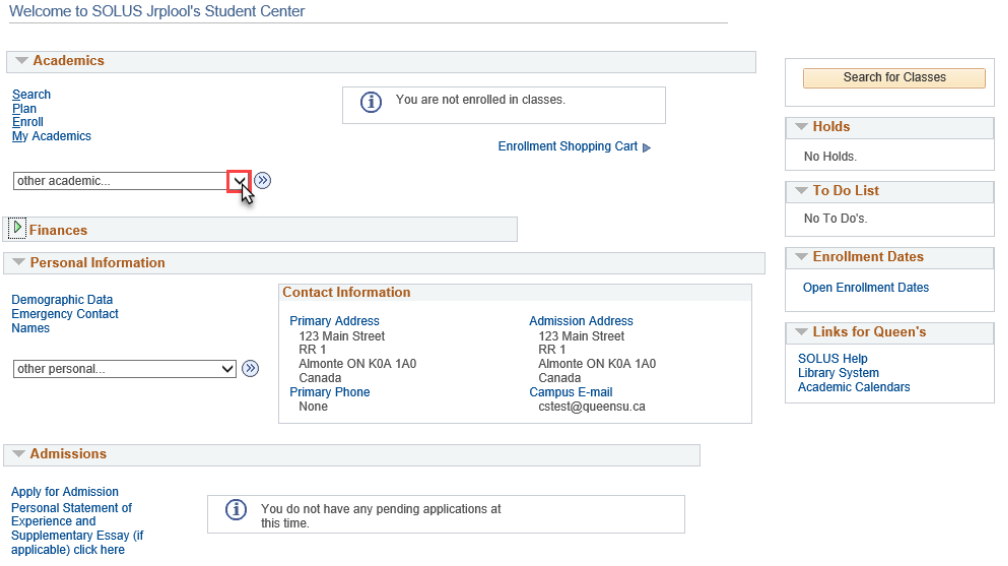
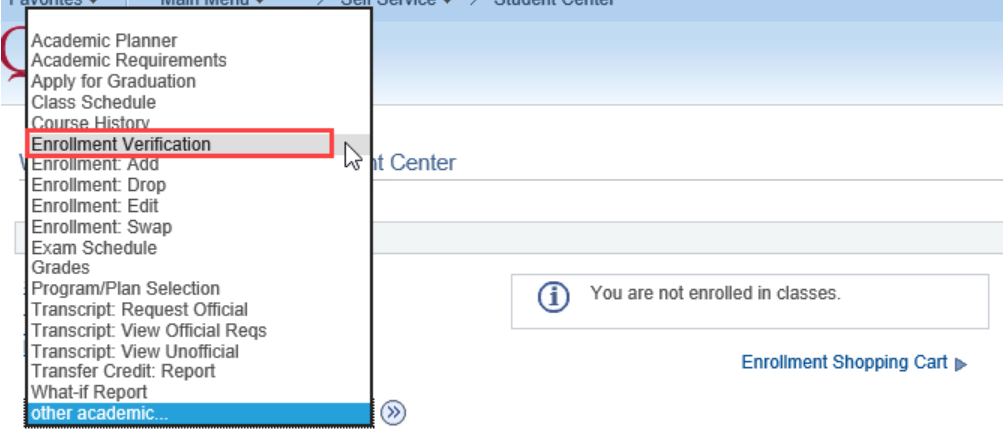
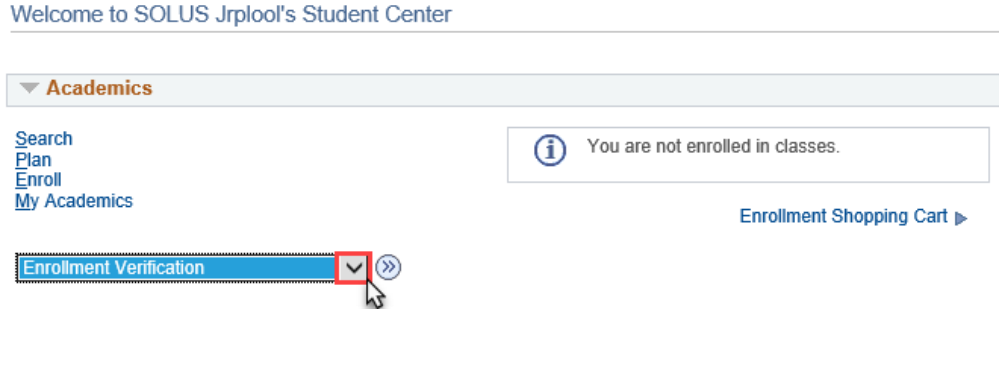
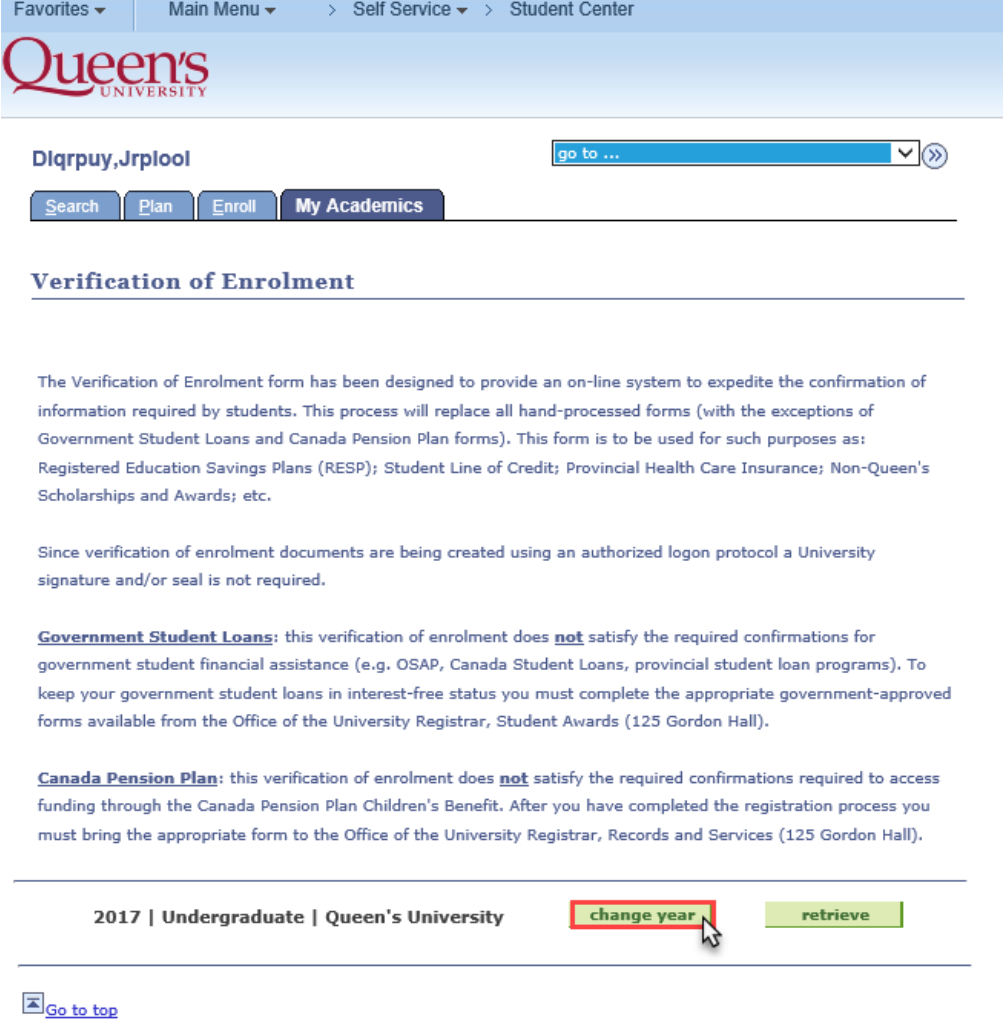


ENROLLMENT VERIFICATION


A **Verification of Enrolment** is a snapshot of your current or past registration status at Queen's.

Student requiring a **Verification of Enrollment** may generate the form via the SOLUS Student Center.

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>Click on the other academic... drop-down list box to access the list.</p>	
<p>Step 3:</p> <p>Select Enrollment Verification.</p>	

Processing Steps	Screenshots
<p>Step 4:</p> <p>Click the Go button.</p>	 <p>Welcome to SOLUS Jrploop's Student Center</p> <p>▼ Academics</p> <p>Search Plan Enroll My Academics</p> <p>Enrollment Verification [dropdown arrow] [Go button]</p> <p>You are not enrolled in classes.</p> <p>Enrollment Shopping Cart ▶</p>
<p>Step 5:</p> <p>Click on the change year button to select the appropriate year.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Diqrpy,Jrploop [go to ... dropdown arrow]</p> <p>Search Plan Enroll My Academics</p> <p>Verification of Enrolment</p> <p>The Verification of Enrolment 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.</p> <p>Since verification of enrolment documents are being created using an authorized logon protocol a University signature and/or seal is not required.</p> <p>Government Student Loans: this verification of enrolment 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).</p> <p>Canada Pension Plan: this verification of enrolment 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).</p> <p>2017 Undergraduate Queen's University [change year button] [retrieve button]</p> <p>Go to top</p>

Processing Steps	Screenshots																
<p>Step 6:</p> <ol style="list-style-type: none"> 1. Select the appropriate year. 2. Click on the CONTINUE button. 	<p>DIQrpyu,Jrplool go to ...</p> <p>Search Plan Enroll My Academics</p> <p>Verification of Enrolment</p> <p>Select Year</p> <p>Select a year then click Continue.</p> <table border="1"> <thead> <tr> <th></th> <th>Year</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2015</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/></td> <td>2016</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr style="border: 2px solid red;"> <td><input checked="" type="radio"/></td> <td>2017</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> </tbody> </table> <p>CONTINUE</p> <p>Go to top</p>		Year	Career	Institution	<input type="radio"/>	2015	Undergraduate	Queen's University	<input type="radio"/>	2016	Undergraduate	Queen's University	<input checked="" type="radio"/>	2017	Undergraduate	Queen's University
	Year	Career	Institution														
<input type="radio"/>	2015	Undergraduate	Queen's University														
<input type="radio"/>	2016	Undergraduate	Queen's University														
<input checked="" type="radio"/>	2017	Undergraduate	Queen's University														
<p>Step 7:</p> <p>Click the retrieve button to load your Verification of Enrolment Report.</p>	<p>DIQrpyu,Jrplool go to ...</p> <p>Search Plan Enroll My Academics</p> <p>Verification of Enrolment</p> <p>The Verification of Enrolment 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.</p> <p>Since verification of enrolment documents are being created using an authorized logon protocol a University signature and/or seal is not required.</p> <p>Government Student Loans: this verification of enrolment 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).</p> <p>Canada Pension Plan: this verification of enrolment 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).</p> <p>2017 Undergraduate Queen's University change year retrieve</p> <p>Go to top</p>																

Processing Steps	Screenshots						
<p>Step 8:</p> <p>The Verification of Enrolment document will open in a separate window.</p>	<div style="text-align: right;">  </div> <p>Office of the University Registrar Student Awards Gordon Hall 74 Union Street Kingston, Ontario K7L 3N6 (613) 533-2216</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Verification of Enrolment</p> <p>Our certification system is designed to expedite the sharing of academic information with many agencies. Queen's University appreciates your acceptance of this official certification.</p> </div> <p>Student Name: Dlrqpuv,Jrplool Student ID: [REDACTED] Student's Address: 123 Main Street RR 1 Almonte, ON, K0A 1A0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Program(s) of Study BAH English Language & Literature</td> <td style="width: 50%;">Country of Academic Institution Canada</td> </tr> <tr> <td>Current Academic Year 2017</td> <td>Number of Degree Credits Successfully Completed 60 Units</td> </tr> <tr> <td>Academic Year Start and End Dates 2017-09-01 to 2018-04-30</td> <td>Current Enrolment Year 03, Full-Time</td> </tr> </table> <p>Legend – Course Weighting and Program Length:</p> <p><u>Faculties of Arts & Science and Education, Schools of Business, Kinesiology & Health Studies and Religion</u> Normal full-time course load for one year ranges from 18 to 36 units Bachelor degree; three-year program Bachelor (Honours) degree; four-year program Bachelor of Commerce; four-year program Bachelor of Education/Diploma in Education; two-, three-, and four-term programs School of Business; length of various graduate programs available at http://business.queensu.ca/index.php School of Religion; length of various programs available at http://www.queensu.ca/religion</p> <p><u>Faculty of Engineering & Applied Science</u> Normal full-time course load for one year ranges from 23 to 46 units Bachelor degree; four-year program</p> <p><u>Faculty of Law</u> Normal full-time course load for one year ranges from 17 to 34 units Three-year program</p> <p><u>Faculty of Health Sciences (School of Nursing)</u> Normal full-time course load for one year ranges from 18 to 33 units Four-year program</p> <p><u>Faculty of Health Sciences (School of Medicine)</u> Four-year full-time program</p> <p><u>School of Graduate Studies</u> Full-time program or part-time program Normal full-time program length ranges from one to seven years depending on the individual program</p> <div style="border: 1px solid black; padding: 5px;"> <p>This document was produced on and correct as of June 21, 2017 and was made available to the student using a secure authorized login protocol.</p> </div>	Program(s) of Study BAH English Language & Literature	Country of Academic Institution Canada	Current Academic Year 2017	Number of Degree Credits Successfully Completed 60 Units	Academic Year Start and End Dates 2017-09-01 to 2018-04-30	Current Enrolment Year 03, Full-Time
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