HOW TO GET YOUR T2202A

- **T2202A Income Tax Certificates** for the past **Taxation Year** will be available for downloading from the **SOLUS Student Centre** no later than February 29th.

- If you are planning on printing forms from SOLUS, please ensure that your browser allows pop-ups.

- If your web browser is set to block pop-ups, your T2202A will NOT produce.

- Forms will appear in a new window in .pdf format.

- After you have allowed pop-ups, and have generated a form command, please look for additional tabs below the browser menu bar.

- Your document may not automatically load on the screen, and may be located under a new tab, or screen.

- If your certificate does not generate, please review the previous steps to ensure that your browser is allowing the new window to be created.

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td></td>
</tr>
<tr>
<td>Access the main page of <strong>SOLUS</strong> via the following navigation:</td>
<td>![Screenshot of SOLUS Main Menu]</td>
</tr>
<tr>
<td><strong>Main Menu &gt; Self Service &gt; Student Center</strong></td>
<td>![Screenshot of SOLUS Main Menu with Student Center selected]</td>
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</table>
## Processing Steps

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<th>Step 2:</th>
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<tr>
<td>Scroll down to the <strong>Finance</strong> section.</td>
<td><img src="image" alt="Welcome to SOLUS VIqnyb's Student Center" /></td>
</tr>
</tbody>
</table>

### Screenshots

- **Welcome to SOLUS VIqnyb's Student Center**
- **Academics**
  - **This Week's Schedule**
    - **CHEE 400D-001 LEC (2321)**
    - Mo 6:30PM - 9:30PM
    - Room: TBA
  - **CHEE 434-001 LEC (2324)**
    - Mo 1:30PM - 2:30PM
    - DURRUS RM311
    - We 1:30PM - 2:30PM
    - DURRUS RM311
    - Fr 11:30AM - 12:30PM
    - DURRUS RM311
  - **CHEE 434-002 LEC (5065)**
    - Mo 5:30AM - 10:30AM
    - BEAMISH-MUIJRO RM213
  - **ENCH 323-001 LEC (2732)**
    - Tu 9:30AM - 10:30AM
    - JEFFREY RM116
    - Th 9:30AM - 10:30AM
    - JEFFREY RM116
    - Fr 10:30AM - 11:30AM
    - JEFFREY RM116
  - **MECH 424-001 LEC (4487)**
    - Mo 3:30PM - 4:30PM
    - MCLAUGHLIN RM315
    - We 3:30PM - 4:30PM
    - MCLAUGHLIN RM315
    - Th 4:30PM - 5:30PM
    - MCLAUGHLIN RM315
  - **MECH 424-002 LEC (4488)**
    - Mo 4:30PM - 5:30PM
    - MCLAUGHLIN RM315

- **Finances**
  - **My Account**
    - Account Inquiry
    - Fee Statement
    - Opt-Out Options
    - Service Charge Rates (past and current)
  - **Financial Aid**
    - View Financial Aid
    - View Bursary Application Status
    - Links to Online Bursary Applications
    - Queen's Admission Bursary Application
    - Queen's General Bursary Application
    - Queen's Summer General Bursary Application
    - OSAP or Phone 1-877-672-7411

- **Account Summary**
  - Assessed fees, not yet paid: $1,743.67
  - Charges by due date
  - Note: Undergraduate winter term fees are not assessed until the end of September.
  - Tuition Fee Schedule
  - Unapplied Credit: $0.00

  Examples:
  - Tuition deposit to be applied to future charges not yet assessed
  - Graduate awards in excess as banking information is not on file for refund
  - Awards to be applied to charges not yet assessed for the academic year (All awards for undergraduate and professional programs and need-based awards for graduate students)
  - Credits available for refund

- **When you click the following link you will be transferred to a page that will allow you to enter / review bank account details.**
  - Click here to
    - Enter/Review Bank Information
**Processing Steps**

**Step 3:**
Click on the other financial… drop-down list box to access the list.

**Step 4:**
Select T2202A Tax Forms.
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<td><strong>Step 5:</strong> Click the Go button.</td>
<td>![Screenshot of Go button click]</td>
</tr>
<tr>
<td><strong>Step 6:</strong> Click on the change year drop-down list to select the appropriate year.</td>
<td>![Screenshot of change year dropdown]</td>
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**Tuition, Education, and Textbook Amounts Certificate (T2202A)**

If applicable, months of attendance appear for full-time and/or part-time and amounts appearing reflect what eligible fees were paid for the calendar year. To view and print your T2202A tax certificate select a taxation year below and then click "Retrieve" button.

This method of delivering tax certificates has been approved by Canada Revenue Agency as your official document to be used, if required, when filing your income tax.

If you are planning to use the 2011 T2202A please contact the Office of the University Registrar in order for staff to verify the data before you use this. Call 613.533.6894 or email solus@queensu.ca Thank you.

Please select a taxation year and then click the "Retrieve" button.

![Screenshot of T2202A retrieval process]
### Processing Steps

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<th>Step 7:</th>
<th>Select the appropriate year.</th>
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Please select a taxation year and then click the “Retrieve” button:

- 2013
- 2014
- 2015

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<th>Step 8:</th>
<th>Click the RETRIEVE button to access the T2202A Forms.</th>
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Step 9:
The T2202A Forms will open in a new window in PDF format.