

# Enrolment Verification Request

Version 9

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To obtain an Enrolment Verification letter, you must submit an Enrolment Verification Request.

To submit the request via Student Home:

1. Log into [Student Home](#)
2. Select the Academic Records tile
3. Select the Enrolment Verification option on the left-hand menu

A PDF copy of the letter will be sent directly to your Seneca email address within 24 hours.

If you are unable to order an Enrolment Verification Letter online via Student Home, or require a Letter for Immigration and Citizenship Canada (IRCC) purposes, please send the completed [Enrolment Verification Request form \(PDF\)](#) to [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca) using a valid Seneca email account.

If you are not currently enrolled in a full-time program, there is a charge of \$10 plus HST, which totals \$11.30. Pay the processing fee through the [approved methods of payment](#).

## Full-time studies

If you are a full-time student, the letter will identify the following:

- full name
- student number
- date of birth
- full-time course load or reduced course load
- registered terms and dates
- length of program (in semesters and years)
- program credential

## Part-time studies

If you are part-time student, the letter will identify the following:

- full name
- student number
- date of birth
- course code(s) with start dates, end dates and total contact hours

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