

Enrolment Verification Request

Version 12

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To obtain an Enrolment Verification letter, you must submit an Enrolment Verification Request through [Student Home](#).

To submit your request:

1. Log into [Student Home](#).
2. Select the Academic Records tile.
3. Select Enrolment Related -> Enrolment Verification Request option on the left-hand menu pane.
4. Select "Confirmation Letter Type" from the drop-down menu.
 - a. IRCC - IRCC letters are intended for immigration and visa applications.
 - b. Standard - Standard letters are intended for general verification purposes.
5. For IRCC requests, please review and confirm your Expected Grad Term based on your academic progress and plan. If you are uncertain, please [contact your Student Adviser](#).

A PDF copy of a Standard letter will be sent directly to your Seneca email address within 24 hours. IRCC letters may take longer to process in order to validate your information.

If one of the following apply, please send the completed [Enrolment Verification Request form \(PDF\)](#) to theservicehub@senecapolytechnic.ca using a valid Seneca email account.

- You are a current [English Language Institute Student \(ELI\)](#) or are about to begin your ELI term
- You are enrolled in [part-time studies through the Faculty of Continuing Education](#)
- You no longer have access to Student Home

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

tags : registrar-form