

Verification of Enrolment



St. Lawrence College

This manual contains pertinent information about accessing your Student Verification of Enrolment letter.

January 2022

Verification of Enrolment

About

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-St. Lawrence College Scholarships and Awards; etc.

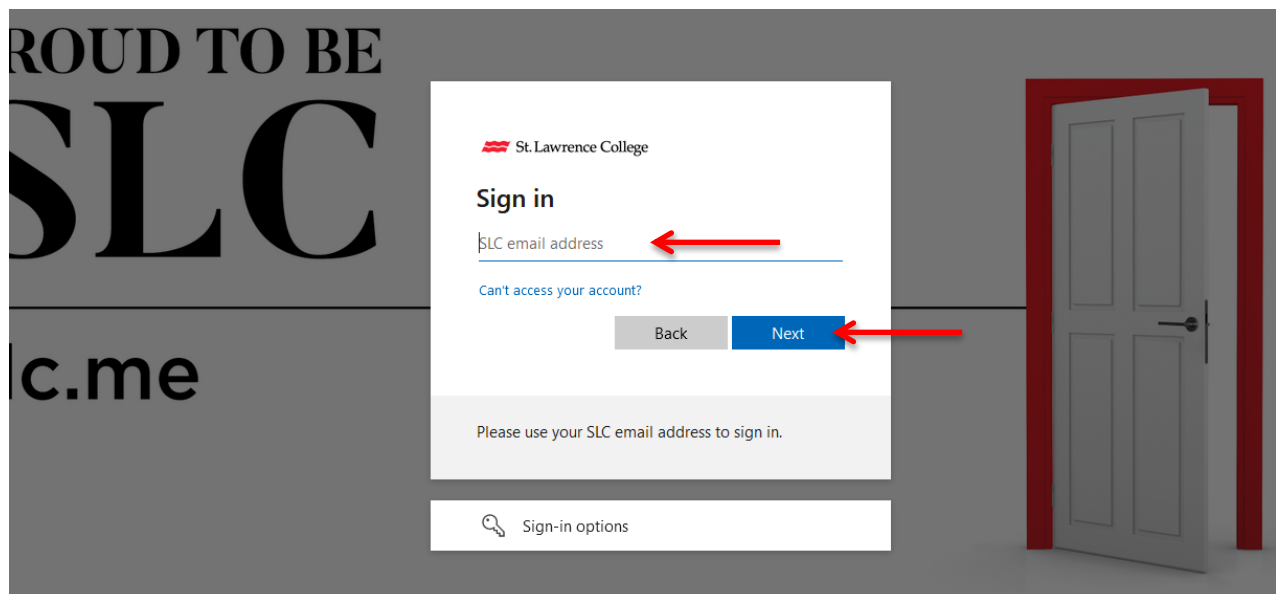
Accessing Verification of Enrolment form

You can access your student Verification of Enrolment form through your slc.me account.

Login

Go to <http://slc.me>

You will be presented with the login screen. You will be able to login with your SLC email address and click on 'Next'. Remember that your SLC email address ends with *@student.sl.on.ca*



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You will then be prompted to enter your password, and click the 'Sign-in' button.

Enter password

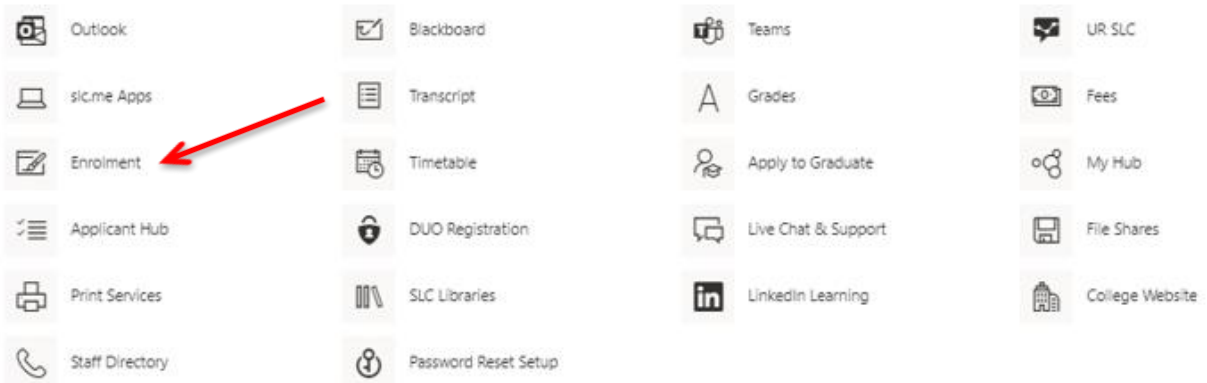
Password

[Forgot my password](#)

Sign in

Once logged in, scroll down until you see the Quick Access Menu. Click on the '**Enrolment**' icon on the left-hand side of the screen.

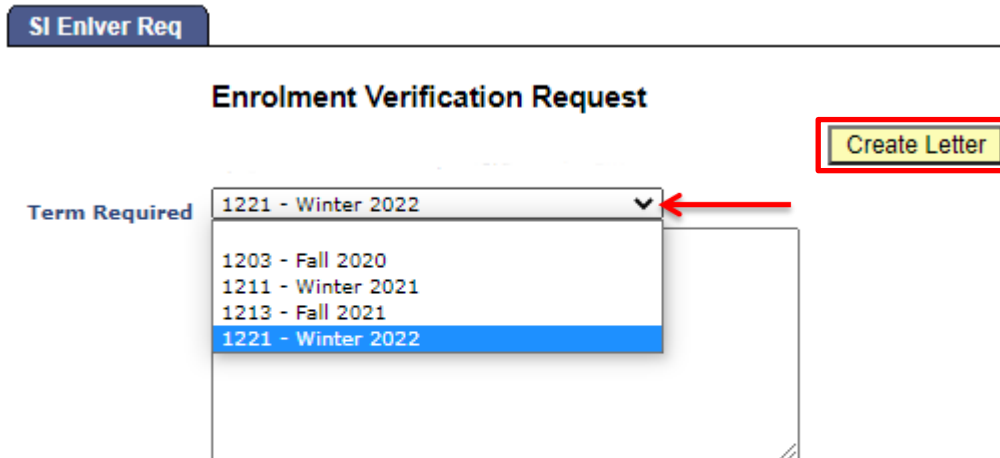
QUICK ACCESS MENU



Verification of Enrolment

Once loaded, the **Enrolment Verification Request** page will display with a drop-down menu with choice of semester for verification. Once the semester is selected, click **Create Letter**.

Please ensure that your pop-up blocker is turned off.



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Enrolment Verification Request

Term Required

- 1221 - Winter 2022
- 1203 - Fall 2020
- 1211 - Winter 2021
- 1213 - Fall 2021
- 1221 - Winter 2022

Create Letter

Please ensure that your Pop-Up blocker is turned OFF

Please note: Applicants will only be able to access the first semester of their program until their status changes to Student. For more information about your status, please contact the IT Service Desk at slc.me@sl.on.ca or ext. 1000.

This will then load the students **Verification of Enrolment** form, which can be printed or saved. Please note that this letter will populate **two pages** that you can submit. You do not need to get these pages stamped or signed, the two pages will suffice at your bank or other institution. An example of the form is shown on the following two pages.

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Sample - Verification of Enrolment Letter (Page 1)



Verification of Enrolment

Brockville Campus
5588 Parkedale Avenue
Brockville, ON
K6V 5X3
Phone: 613-345-0660

Cornwall Campus
2 St. Lawrence Drive
Cornwall, ON
K6H 4Z1
Phone: 613-933-6080

Kingston Campus
100 Portsmouth Avenue
Kingston, ON
K7L 5A6
Phone: 613-544-5400

Student's Name	Student ID Number
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Student's Address

City Kingston	Province / State ON
Country Canada	Postal Code

Program of Study Electrical Eng Technician - Level 4 Program Duration 2 Years	Country of Academic Institution Canada
Current Academic Session Winter 2022 - Kingston Campus	Number of Courses Successfully Completed 25
Term Start and End Dates 2022-01-17 - 2022-04-29	Current Enrolment 7 Courses

Notes:

Legend:
Current Enrolment in less than 2/3 of the required courses is considered a PART TIME load.
Level represents semester

Year 1 = Level 1 = 8 Courses Required - Level 2 = 9 Courses Required
Year 2 = Level 3 = 8 Courses Required - Level 4 = 7 Courses Required

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Sample - Verification or Enrolment (Page 2)

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This form is to be used for such purposes as: Registered Education Savings Plans (RESP); Student Line of Credit; Provincial Health Care Insurance; Non St Lawrence College Scholarships and Awards; etc.

Since Verification of Enrolment documents are being created using a secure log in protocol, a College signature and /or seal is not required.

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 Financial Aid Office located in Student Services.

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 your Academic School office (Kingston Campus) or Student Services (Brockville and Cornwall Campus's)