

UBC Graduate and Postdoctoral Studies

Downloading your Confirmation of Enrolment Letter

About Confirmation of Enrolment Letters

A Confirmation of Enrolment Letter—also known as a Proof of Enrolment or Verification of Enrolment—is an official document showing that you are currently registered at UBC. The Confirmation of Enrolment may be requested for a Registered Education Savings Plan (RESP) withdrawal, employment, or scholarships..

In Workday, you can generate and download a Confirmation of Enrolment Letter for a previous or current academic session. The letter includes the number of credits you are or were registered in for a given academic session. If you haven't registered for any courses for the upcoming academic term, or you're currently registered in a Co-op term, your Confirmation of Letter will list "0 registered credits".

Registered co-op students maintain full-time student status even if their Confirmation of Enrolment Letter lists 0 credits.

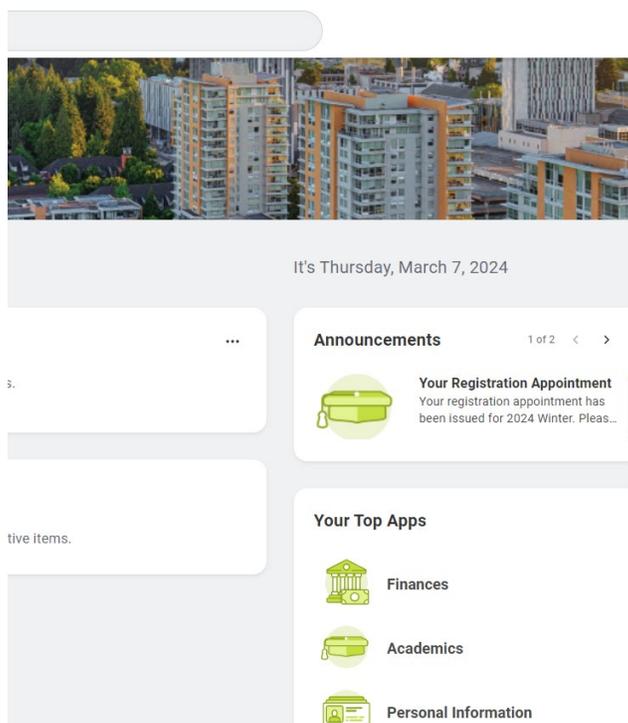
How to download your Confirmation of Enrolment Letter

First, go to your Academics app

1. Log into your Workday account at myworkday.ubc.ca.

UBC Graduate and Postdoctoral Studies

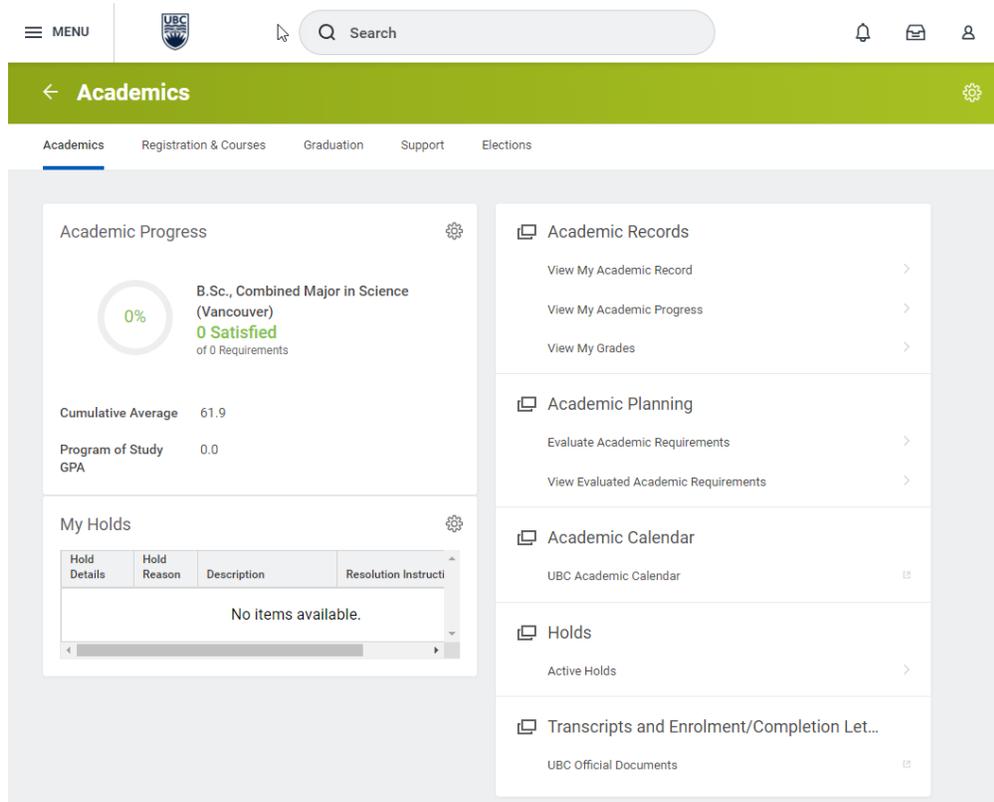
2. On the right side of the page, in the “Your Top Apps” menu, click the “Academics” app.



Next, go to UBC Official Documents

On the right, in the “Transcripts and Enrolment/Completion Letters” menu, click the “UBC Official Documents” link. You’ll be brought to the UBC Official Documents tool.

UBC Graduate and Postdoctoral Studies



Request your Confirmation of Enrolment Letter

1. Once you're in the UBC Official Documents tool, on the left of the screen, go to the "Order Options" menu and click the "Confirmation of Enrolment Letter" link.



2. You'll be brought to a new page where your name will be displayed above a "Session" dropdown list. Select the academic session you want to request a Confirmation of Enrolment Letter for.
3. Click the blue "Request Letter (PDF)" button in the lower right corner of the page.

UBC Graduate and Postdoctoral Studies

Order Confirmation of Enrolment Letter

Click 'Request Letter (PDF)' button to request the letter.

Request Generate

Student Name: John Summers

Session
2020 Summer Session - Bachelor of Arts

Please select a session from the drop-down menu.

[CANCEL](#) [REQUEST LETTER \(PDF\)](#)

4. You'll be brought to another page to generate the document. Click the blue "Generate Letter (PDF)" button in the lower right corner.

Order Confirmation of Enrolment Letter

Click 'Generate Letter (PDF)' to generate the letter.

Request Generate

Your request has been added to the document service queue. Please wait for a few seconds before clicking 'Generate Letter (PDF)'.

[CLOSE](#) [GENERATE LETTER \(PDF\)](#)

UBC Graduate and Postdoctoral Studies

Download your Confirmation of Enrolment Letter

1. On the next page, click the blue PDF icon to download your letter. Your Confirmation of Enrolment Letter will be saved to your downloads folder.
2. Click the white "Close" button in the lower left corner to exit the window.

