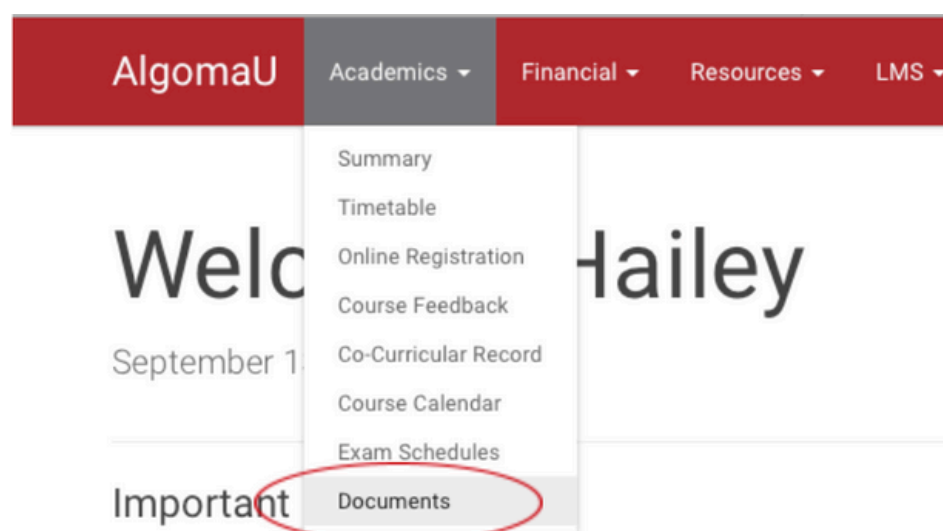


How to obtain a Confirmation of Enrollment

Step 1: Login to your Student Portal



Upon login, you will be directed to the home page of the Student Portal. From here, you can find the document download page under Academics -> Documents

Step 2: Select your term code

Confirmation of Enrollment

A screenshot of the 'Confirmation of Enrollment' page. It includes a 'BACK' button and a message about the \$10 processing fee. Below is a table with columns for 'Term Code', 'Registration', and 'Download'. The 'Download' column contains 'REQUEST (\$10)' for both '20SP' and '20F' terms, which are circled in red.

Term Code	Registration	Download
20SP	Non-Degree	REQUEST (\$10)
20F	Non-Degree	REQUEST (\$10)

After selecting the Confirmation of Enrollment document, you will be asked to select the term you require the confirmation for. For most students, this will be their current term of registration.*

*If you do not see your current term, you are likely not registered in courses. Please follow the contact information instructions on the webpage for further inquiry.

Step 3: Make the payment

A screenshot of the payment page. It shows the 'Term' as '20SP (Starting Jun 01, 2020)'. There are fields for 'Credit Card Number', 'CVC', and 'Expiry Date'. At the bottom, there are 'CLOSE' and 'PAY FEE' buttons, with 'PAY FEE' circled in red.

For every unique term you request a CoE, you will need to pay a download fee of \$12. Once you pay this fee, you will have access to unlimited document downloads for this term. Please note that we only accept major credit cards for this transaction.

Step 4: Your file is ready to download!

A screenshot of the 'Confirmation of Enrollment' PDF document. The header includes the Algoma University logo and contact information. The body contains the following text:

Confirmation of Enrollment

Date

RE: Student

Student #: 999999999

To Whom It May Concern:

This is to confirm that Student, student number 999999999, is registered full time in a program at Algoma

You will now be able to download your document in PDF format. Please read through your documents carefully to ensure there are no errors; if you encounter any discrepancies, please email regoffice@algomau.ca* and we will work to resolve them!

*Please provide as many details as possible (Student ID, screenshots, etc.) when reporting an error in documentation so that we can best resolve it.