Confirmation of Enrolment

1) Log into **UR Self-Service** located on the University of Regina website (www.uregina.ca).

If you do not know your U of R student ID number and PIN, or have never used UR Self-Service please contact IT Support and provide your complete name, date of birth, and the years you attended the U of R. You can email IT.Support@uregina.ca or call 306-585-4685 for assistance.

2) Go the **Student tab**, choose **Student Records**, then select **Document Request**.
3) Select **Confirmation of Enrolment** from the **Document Type** drop-down menu.

Your @uregina.ca webmail account is automatically added to the **Your Email Address**.

If you are not familiar with your (@uregina.ca) webmail account, please visit the IT website at [https://www.uregina.ca/is/student/accounts/index.html](https://www.uregina.ca/is/student/accounts/index.html).

You can also contact the IT Support team at it.support@uregina.ca or 306-585-4685.

4) Select the **Term** you would like your Confirmation of Enrolment letter to start with.

Example: If you wanted to have the Spring/Summer and Fall terms in your document you would select the 2022-2023 Spring/Summer term since it is the oldest term you want on your document.

A confirmation of enrolment is provided for ungraded terms, the current term, or any future terms in which the student is registered.

Beyond these terms, it is recommended you request your Official Transcripts.
5) Select the **Number of Terms** you would like included in your Confirmation of Enrolment letter.

![Select Number of Terms](image)

This is the number of terms you would like on your document which includes the term you have selected above and terms **after this term that you are registered in**.

Example: If 2 was selected, the document would have 2022 Spring/Summer and 2022 Fall.

6) Click the **Submit** button.

Any past requests, as well as your new request, will appear under **Requested Documents**.

![Requested Documents](image)

- This icon indicates that you have 30 minutes to remove your most recent request. Hover your cursor over the icon to delete your request and then create a new one.

- After 30 minutes the request is automatically locked, **the request can no longer be deleted**, and it is sent to the Registrar’s Office for processing.

* After you have submitted the request, you will be able to go back to step 4 in these instructions and request other official documents, such as your Official Transcripts.

7) Click the **Finished** button when you are done requesting all documents. This will return to the UR Self-Service menu.
9) You can **check the status** of your request at any time in UR Self-Service. Go to the **Student** tab, choose **Student Records**, then select **Document Request**.

You can check the **Status** of your request at the end of the table.

- **Request received** indicates that the request has been sent to the Registrar’s Office.
- **Waiting to be processed** indicates the request has been received by the Registrar's Office. The request will be processed immediately or held depending on the processing option you requested.
- **Available in MyCreds** indicates the request has been completed and you can view it in your MyCreds account.

**DO NOT REGISTER FOR A MyCreds™ | MesCertif™ ACCOUNT before receiving your notification email from noreply@mycreds.ca sent your email account.**

Confirmation of Enrolments may take **2-3 days** to be processed and available in **MyCreds™ | MesCertif™**. Processing times can vary and may take longer during peak request times during the January and September months. Requests are done in batches in the order they are received.

**NOTE:** If this is not your first time requesting an official document from the University of Regina and you have already registered for **MyCreds™ | MesCertif™**, you will receive a “notification of new document” email.

You can click the **View Document** button/link in the email OR you can proceed to the **Login Instructions** in the full instructions document.