



Online Enrollment Verification Request User Manual

1 Request Enrollment Verification

Click on the link **Request Enrollment Verification** under **Registration** menu

Personal Information
Change your security question, view contact details.

Student Registrations and Records ←

Register for classes, View your class schedule; Access your

Student Registration and Records

Registration ←

Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Select Term

Look Up Classes

Add or Drop Classes

My Week at a Glance

My Detailed Schedule

Registration Fee Assessment

My Registration Status

Active Registration

Registration History

Student Books

Transportation Service

GPA Calculator

Request Enrollment Verification ←

Status of Enrollment Verification Requests



Type	Description
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Sele

ct the
current
term and
the
verification
type as shown below



Ar-In State Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" and it is within State of Qatar
Ar-Out of State Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" and it is out State of Qatar and bear official QU stamp along with signature for Ministry of Foreign Affairs
En-In State Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" and it is within State of Qatar
En-Out of State Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" and it is out State of Qatar and bear official QU stamp along with signature for Ministry of Foreign Affairs
Ar-Exam Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" along with final exam schedule
En-Exam Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" along with final exam schedule

Determine the number of copies and click on Continue button.

Personal Information **Student Registrations and Records**

Enrollment Verification Request

Home > Student Registrations and Records > Registration > Request Enrollment Verification

Select a term for, and type of, enrollment verification.

* indicates required field

Term: *

Verification Type: *

Number of Copies: *

Continue

[View Holds](#) ■ [View Status of Enrollment Verification Requests](#)



Click on Continue button.

Personal Information | Student Registrations and Records

Enrollment Verification Delivery

Home > Delivery Information for Enrollment Verification

Delivery Method: Collected by Student QR15.00 per copy

Continue

[View Holds](#) ■ [Request Enrollment Verification](#) ■ [View Status of Enrollment Verification Requests](#)

There are four fields for sending the enrollment verification that a student must fill one of them as it is shown below. According to registration procedures, the student must come in person to Registration and Admission Building to pick up his or her documents. Therefore, insert the word **Student** in the field **Issue to**: as it is indicated below and then click on **Continue** button.



Personal Information Student Registrations and Records

Enrollment Verification Address

Home > Select Enrollment Verification Address

Select an address where your enrollment verification should be delivered by choosing one of your stored addresses, or

One of Your Addresses:

OR

Fax Area Code:

Fax Number:

OR

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Issued To:

[View Holds](#) ■ [Request Enrollment Verification](#) ■ [View Status of Enrollment Verification Requests](#)

A confirmation page will display and indicate the details of the request. If you are agree with details, click the **Submit Request** button

Personal Information Student Registrations and Records

Enrollment Verification Request Summary

Home > Confirm Enrollment Verification

Term: Spring 2012

Verification Type: Ar-In State Enrollment Ver

Number of Copies: 1

Issued to: student

Delivery Method: Collected by Student

Cost of Order: QR15.00

Payment Method: Charge to Stdeunt Account

[View Holds](#) ■ [Request Enrollment Verification](#) ■ [View Status of Enrollment Verification Requests](#)

2 Track Enrollment Verification Status

Click on the link [Status of Enrollment Verification Requests](#) under **Registration** menu



Home > Student Registrations and Records > Registration

Personal Information | Student Registrations and Records

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

- Select Term
- Look Up Classes
- Add or Drop Classes
- My Week at a Glance
- My Detailed Schedule
- Registration Fee Assessment
- My Registration Status
- Active Registration
- Registration History
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- GPA Calculator
- Request Enrollment Verification
- [Status of Enrollment Verification Requests](#)

Select Date Ordered as shown below

Personal Information | Student Registrations and Records

Enrollment Verification Request Date

Home > Student Registrations and Records > Registration > Status of Enrollment Verification Requests

Date Ordered:

Request Enrollment Verification



The student enrollment verification request status will be shown as below

Personal Information Student Registrations and Records

Enrollment Verification Request Status

Home > Display enrollment verification status

Status of Enrollment Verification Requests: Dec 26, 2011

Status: Your Enrollment Verification Request is ready for pick up at the Registration and Admission Building.
Print Date: Dec 26, 2011
Session Identifier: 17145795 If you have questions, please enclose this session ID with all inquires.
Term: Spring 2012
Verification Type: Ar-In State Enrollment Ver
Number of Copies: 1
Issued to: student
Delivery Method: Collected by Student
Cost of Order: QR15.00
Payment Method: Charge to Stdeunt Account

Request Enrollment Verification