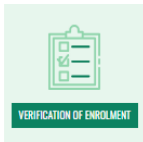

How to Request a Verification of Enrolment

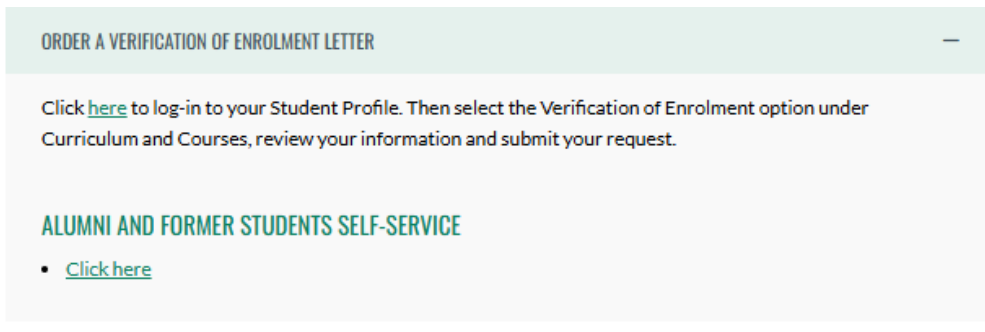
1. Begin by going to your [MyDC](#) homepage
2. Select the **VERIFICATION LETTERS** box on the right side under Helpful Links.



3. On the Verification Letter request page select **VERIFICATION OF ENROLMENT**.



4. Click the “Order a Verification of Enrolment Letter” accordion, then click “here” to log-in.

A screenshot of a web interface showing an accordion menu. The header of the accordion is "ORDER A VERIFICATION OF ENROLMENT LETTER" with a minus sign on the right. The content area contains the text: "Click [here](#) to log-in to your Student Profile. Then select the Verification of Enrolment option under Curriculum and Courses, review your information and submit your request." Below this is a section titled "ALUMNI AND FORMER STUDENTS SELF-SERVICE" with a bullet point: "• [Click here](#)".

ORDER A VERIFICATION OF ENROLMENT LETTER —

Click [here](#) to log-in to your Student Profile. Then select the Verification of Enrolment option under Curriculum and Courses, review your information and submit your request.

ALUMNI AND FORMER STUDENTS SELF-SERVICE

- [Click here](#)

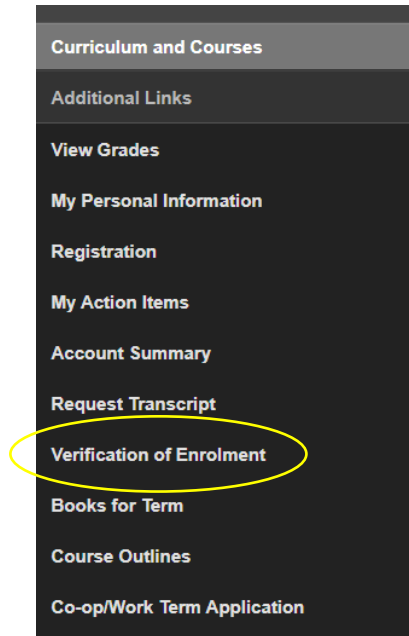
Alumni and former students, please click under Alumni and former students self-service to follow instruction.

5. Log-in to the Portal using your 9-digit student ID (beginning with 100 or 101) and password.

Please visit [IT Services](#) for password information.

If you have issues, please contact IT Services at 905-721-3333 option #1

6. Once on your Student Profile, select Verification of Enrolment found under **Additional Links**



7. Review your information.

Durham College is using the MyCreds™ network for the secure and trusted exchange of digital documents. The email address below will become your account on MyCreds™. We strongly encourage you to link a personal email to your MyCreds™ account because your DCmail email address will be **deactivated** after you graduate.

Verification of Enrolment Request

First Name

Last Name

Student ID

Address
123 Durham College Lane
Oshwaa Ontario L1J 1X4

This email will become your account on MyCreds™. We strongly encourage you to link a personal email to your MyCreds™ account because your DCmail email address will be deactivated after you graduate. Instructions on how to add a personal email to your MyCreds™ account will be included in your confirmation email.

Email

Term Code
-- Select --

I understand my Verification of Enrolment letter will be available for pick-up from MyCreds and that I am required to pay \$16.00 (plus HST) for the letter on the MyCreds website.

I acknowledge

Submit Cancel

**Your email address will default to your dc mail and cannot be changed.
To make changes to your first name or last name contact [Enrolment Services](#).
To make changes to your address, please view the [How to Update your Contact Information](#) tutorial.**

8. Read and select the acknowledgement.

I understand my Verification of Enrolment letter will be available for pick-up from MyCreds and that I am required to pay \$16.00 (plus HST) for the letter on the MyCreds website.

I acknowledge

Submit

9. Click submit

Submit

10. You will receive an email from [MyCreds™](#) once your Verification of Enrolment is available on their site and you will pay via [MyCreds™](#) at this time.

11. Frequently Asked Questions about MyCreds™ can be found [here](#).

12. Frequently Asked Questions about Verification of Enrolments can be found [here](#).

Please note:

It is recommended to request a Verification of Enrolment letter AFTER timetable registration as the information produced on the letter will be correct at that time. If a student has requested and paid for the document before timetable registration, they can request an updated Verification of Enrolment letter free of charge after registration.

Steps for student:

Submit another Verification of Enrolment request through Self-Service for the same term

Follow the "Your document has been updated by Durham College" email.

View the updated document on MyCreds.

This is free of charge.