

# Online Enrollment Verification Request User Manual

Prepared by, Banner Team



### Dear Student,

In accordance with Qatar University continuous improvement of registration services, online enrollment verification requests have been activated through Banner Self Service. A student can request an enrollment verification certificate and monitor the request status until s/he receives it which saves student time and effort.

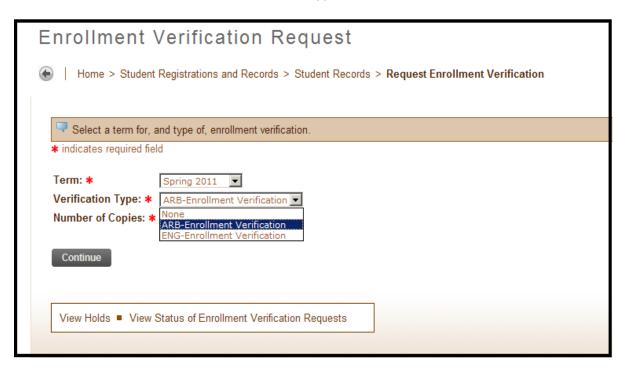


## 1 Request Enrollment Verification

Click on the link **Request Enrollment Verification** under **Student Services** menu



Select the current term and the verification type as shown below



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Arabic version of enrollment cation which is known by "To Whom y Concern"



Туре	Description
ENG-Enrollment Verification	The English version of enrollment verification which is known by "To Whom it May Concern"

Determine the number of copies and click on Continue button.

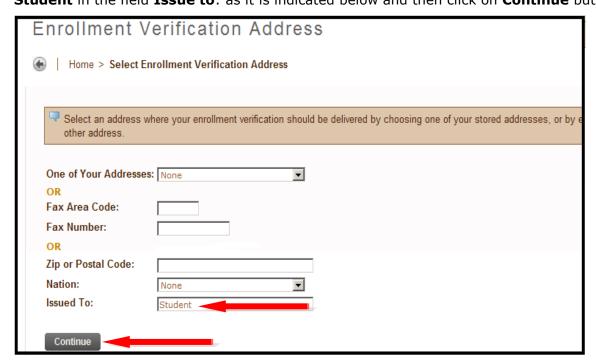


#### Click on Continue button.

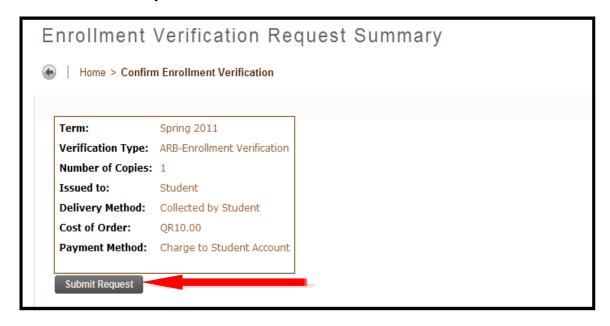




There are four fields for sending the enrollment verification that a student must fill one of them as it is shown below. According to registration procedures, the student must come in person to Registration and Admission Building to pick up his or her documents. Therefore, insert the word **Student**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



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



After you click the **Submit Request** button in the previous page, a signature page will display which will include Student ID and Request Sequence as it is shown below.





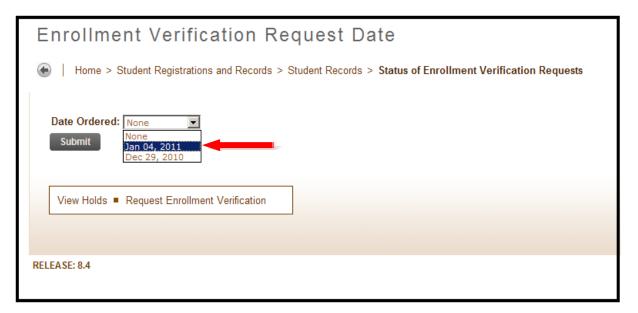
## 2 Track Enrollment Verification Status

Click on the link **Status of Enrollment Verification Requests** under **Student Services** menu





#### Select Date Ordered as shown below





The enrollment verification request goes through three stages which are:

• When enrollment verification is not printed, the student will get the following message:



• When enrollment verification is printed and student can collect it, the student will get the following message:



 When enrollment verification was printed and collected by student, the student will get the following message:

