Online Enrollment Verification Request
User Manual

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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

Student Records	Student Services		
Textbooks Service خدمة الكتب الجامعية	Scholarship System ▼	Lockers Service ▼	Financial Aid Services
Student Employment Services ▼	Student Complaint System نظام الشكاوى الطلابية ▼	Transportation Service خدمة المواصلات ▼	Campus Card
Request Exit Permit or Official Letters ▼	Student Voting System-نظام الانتخاب للطلبة ▼	Clearance System طلب إخلاء طرف ▼	Student Life Awards جوائز الحياة الطلابية
Apply for Four Plus One (4+1) ▼	Enrollment Verification ▲	Course Substitution Request Application ▼	Transfer Application

- Status of Enrollment Verification Requests
- Request Enrollment Verification ⟵
- Request Electronic Enrollment Verification شهادة لمن يهمه الأمر الالكترونية

Select the current term and the verification type as shown below

Enrollment Verification Request

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

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

* indicates required field

Term: * `Spring 2011` ▾
Verification Type: * `ARB-Enrollment Verification` ▾
Number of Copies: *
    None
    ARB-Enrollment Verification
    ENG-Enrollment Verification

[Continue]

View Holds ▪ View Status of Enrollment Verification Requests

Type	Description
ARB-Enrollment Verification	The Arabic version of enrollment verification which is known by "To Whom it May Concern"

Type	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:

Enrollment Verification Request Status

| Home > Display enrollment verification status

Status of Enrollment Verification Requests: Jan 04, 2011

Status:	Your order is still in processing. Please check again at another time.
Term:	Spring 2011
Verification Type:	ARB-Enrollment Verification
Number of Copies:	1
Issued to:	Student
Delivery Method:	Collected by Student
Cost of Order:	QR10.00
Payment Method:	Charge to Student Account

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

Enrollment Verification Request Status

| Home > Display enrollment verification status   20080

Status of Enrollment Verification Requests: Jan 04, 2011

Status:	Your Enrollment Verification Request is ready for pick up at the Registration and Admission Building.
Print Date:	Jan 04, 2011
Session Identifier:	298387 If you have questions, please enclose this session ID with all inquires.
Term:	Spring 2011
Verification Type:	ARB-Enrollment Verification
Number of Copies:	1
Issued to:	Student
Delivery Method:	Collected by Student
Cost of Order:	QR10.00
Payment Method:	Charge to Student Account

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

Enrollment Verification Request Status

| Home > Display enrollment verification status

Status of Enrollment Verification Requests: Jan 04, 2011

Received Date:	Jan 04, 2011
Print Date:	Jan 04, 2011
Session Identifier:	298387 If you have questions, please enclose this session ID with all inquires.
Term:	Spring 2011
Verification Type:	ARB-Enrollment Verification
Number of Copies:	1
Issued to:	Student
Delivery Method:	Collected by Student
Cost of Order:	QR10.00
Payment Method:	Charge to Student Account