



# Proof of Enrollment Guidelines

## Registered Education Savings Plan

### Required information for Proof of Enrollment

The following information is required for all acceptable proof of enrollment which indicates the beneficiary has enrolled in a specific program:

- Beneficiary/student’s full name
- Name of educational institution (by logo, letterhead or website address)
- Program of study – name of program
- Program type – university, college, trade college or other
- Qualified education program (full-time) or Specified educational program (part-time)
- Program length – number of years – may be implied by the program of study
- Course length – number of weeks – may have to calculate the number of weeks by the session – (Fall usually 13 weeks, but could be as little as 3 weeks.)

### Acceptable Proof of Enrollment

Document Type	May be valid proof of enrollment if...
Letter from the Registrar	<ul style="list-style-type: none"> <li>• Signed or certified by the office of the Registrar or department head</li> <li>• A student may be able to obtain a letter via the school’s online portal</li> <li>• The student may be charged for this letter</li> </ul>
Email from the Registrar	<ul style="list-style-type: none"> <li>• An email confirming enrollment from the Registrar</li> <li>• Additional requirements include: contact information is provided related to the confirmation email and the delivering email address must be from the school’s web domain (e.g. registrar@utoronto.ca)</li> </ul>
Invoices or receipt of payment	<ul style="list-style-type: none"> <li>• Must be from the Registrar’s office</li> <li>• Implies part or full-time status (by course length, tuition cost or number of courses)</li> <li>• If the only requirement to enroll in an educational institution is to pay, an invoice may be acceptable</li> </ul>
Printout of online confirmation of registration status	<ul style="list-style-type: none"> <li>• Must contain the school’s website address identifying the source of the website</li> </ul>
Timetables or course schedules	<ul style="list-style-type: none"> <li>• Includes name of student, program type, term and school name or logo or website address</li> </ul>
T2202 or T2202A Receipt	<ul style="list-style-type: none"> <li>• Submitted within the first six months following the end of the beneficiary’s term of enrollment in a qualifying program</li> </ul>

### Unacceptable Proof of Enrollment

Letters of acceptance/offers of admission*	<ul style="list-style-type: none"> <li>• These letters are only offers and do not clearly demonstrate or prove that the student has accepted and is enrolled in school</li> </ul>
Student cards*	<ul style="list-style-type: none"> <li>• Cards do not indicate the current year of enrollment</li> </ul>
Past years’ proof of enrollment	<ul style="list-style-type: none"> <li>• Must have documents that clearly indicate the student is enrolled in the current academic year</li> </ul>

\*An acceptance or admission letter or a student card are not considered valid proof of enrollment by themselves; however, one of these along with another ‘Acceptable Proof of Enrollment documents’ may be admissible.

Note: To avoid delays in processing your request

- Proof of enrollment documents must come from the educational institution (school) and include the institution’s name and logo.
- One or more of the acceptable documents may be necessary to provide all the required information as listed above.
- Proof of enrollment documents are valid up to six months after the end of the enrollment period.
- It is recommended that a fax or scanned copy of the paper document or official website printout be provided. Camera photos of documents or computer screens may be illegible once they are submitted.