Online Enrollment Verification Request User Manual

1 Request Enrollment Verification

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

Type	Description

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.

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

2 Track Enrollment Verification Status

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

Select Date Ordered as shown below

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