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.)

Note: Students may need to provide one or more of the acceptable documents to capture all the required information listed above.

Acceptable Proof of Enrollment

Document Type	May be valid proof of enrollment if…
Letter from the Registrar	• Signed or certified by the office of the Registrar or department head • A student may be able to obtain a letter via the school's online portal • The student may be charged for this letter
Email from the Registrar	• An email confirming enrollment from the Registrar • 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)
Invoices or receipt of payment	• Must be from the Registrar's office • Implies part or full-time status (by course length, tuition cost or number of courses) • If the only requirement to enroll in an educational institution is to pay, an invoice may be acceptable
Printout of online confirmation of registration status	• Must contain the school's website address identifying the source of the website
Timetables or course schedules	• Includes name of student, program type, term and school name or logo or website address
T2202 or T2202A Receipt	• Submitted within the first six months following the end of the beneficiary's term of enrollment in a qualifying program

Unacceptable Proof of Enrollment

Letters of acceptance/offers of admission*	• These letters are only offers and do not clearly demonstrate or prove that the student has accepted and is enrolled in school
Student cards*	• Cards do not indicate the current year of enrollment
Past years' proof of enrollment	• Must have documents that clearly indicate the student is enrolled in the current academic year

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
- *Issue dates of POE document(s) must be current.*
- *Apprenticeships taken through an approved post secondary school are acceptable however does not include "on the job hours".*
- *Proof of enrollment documents must come from the educational institution (school) and include the institution's name and logo.*
- *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.*