Official Letters & Confirmation of Enrollment

Students can request official digital letters via Dal Online. Letter types include Confirmation of Employment, Degree Awarded, Post-Study Work Permit and Language of Instruction. Letters will be generated and uploaded to the MyCreds™ service as a digital credential. Regular Confirmation of Enrolment, Degree Awarded, Post-Study Work Permit and Language of Instruction letters cost approximately $10.00 and custom requests will cost $25.00. All digital letter requests are payable through MyCredsTM.

To request a letter through MyCreds™:

- Log in to Dal Online.
- Select **Web for Students > Student Records > Request Official Letters**.
- On the landing page, the options and processing times are outlined. Click **continue**.
- Select your letter type from the drop-down menu.
- You can view a preview of the letter body here. Please ensure that the letter is sufficient and has the correct information. If it is correct, press **Submit Request**.
- You will receive an email notification to your university email inbox (NetID@Dal.ca) when your letter is ready for pickup in MyCreds™ . This service takes 1-2 business days to be processed.

If the information in the auto-generated letter is incorrect or insufficient for your needs, please select **Request Custom Letter**. On the Custom Letter Request screen, select the Letter Type you require and the term, and input any additional information in the comments area. Your request will be submitted to the King's Registrar's Office. Custom letters will be uploaded to MyCreds™ within 5-7 business days.

You will receive an email notification to your university email inbox (NetID@dal.ca) when your letter is ready for pickup in MyCreds™. This service can take up to 5 business days to be processed.

Please note that digital letters are an automated service and will use the legal name on your file. To request a digital letter with a preferred name or to request a letter that notates a year of study that is different from the year of study assumed by your earned credit hours, please request a custom letter.

FAQs

- **How do I request a Confirmation of Enrollment for a previous semester or year?**

- All requests for Confirmations of Enrollment for previous semesters or years that do not appear in the drop-down list provided on Dal Online should be requested as a custom letter. This can be done by emailing your request to registrar@ukings.ca.
- **Am I able to download a PDF version of my Confirmation of Enrollment from MyCreds™?**
  - Once the document is uploaded to MyCreds™, students are given the option to download the file as a PDF.