

# Requesting a Letter of Attestation

## What is a Letter of Attestation?

A letter of attestation is a document that confirms and/or acknowledges the attendance of a student at the college.

## How to request a Letter of Attestation?

Students must request a letter of attestation on their Omnivox Account.  
(Steps found below)

## What are the fees for a Letter of Attestation?

Each Letter of Attestation costs \$3.00 that students can either pay at the Registrar's Office (F-103) when picking up the document or on their Omnivox Account under Payment Centre.

## Where to find the Letter of Attestation once it has been processed?

On Omnivox go to My Omnivox Services, then the Documents & Messages tab.

## How to check if a Letter of Attestation is ready?

Go to: Omnivox Account → Document Request → Re-enter Omnivox password → Status of previously-made request (found on the right hand side of the page in a blue box)

## How to order a Letter of Attestation (5 steps)

### Step 1

Students must log into their Omnivox Account.  
Under "My Services" click on: Document Request

The screenshot shows the Omnivox account interface. On the left, the 'My Services' menu is visible, with 'Document Request' circled in red. The main content area shows a 'Calendar of Events' for November 2016, which is currently empty. Below the calendar, there is a 'Latest News and Messages' section with a news item titled 'TODAY: Destination Universités - November 30th from 12:30 p.m. - 2:30 p.m.'.

**My Services**

- My home page
- Mio
- Léa, the Omnivox Classroom
- My Omnivox Services ▲
  - Attendance Validation
  - Cancelled classes
  - Carpooling
  - Course Schedule
  - Course selection
  - Document Request**
  - Documents & messages
  - Exam Schedule
  - Lockers
  - OPUS Card Form

**Calendar of Events**

November, 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

No event has been defined for this period.

**Latest News and Messages**

All latest news items and messages...

**TODAY: Destination Universités - November 30th from 12:30 p.m. - 2:30 p.m.**  
Community: Champlain - Students, published on November 30, 2016, updated on November 30, 2016 at 10:02

On Wednesday, November 30th from 12:30 p.m. - 2:30 p.m. the following Universities will be on campus in the Student Space:

- Bishop's University
- Concordia University
- École de technologie supérieure

### Step 2

Re-enter Omnivox password

## Document Request

### Access confirmation

Name

Date

Omnivox Password

Enter your Omnivox password to continue to the desired page

### Step 3


Make sure that "Confirmation of Registration at the College" is checked off and then click "Continue". Students who have already ordered a Letter of Attestation can go back to this page and click on the blue box for the "Status of previously-made requests".

## Document Request

All of the documents found in the list below can now be ordered via Omnivox in a matter of minutes. Once the document has been selected, Omnivox will inform you of the anticipated production time, the cost of the document (if any) as well as the method of obtaining the document (by mail, in person, etc.)

If there are production fees associated with the document you have requested, you will be invited to pay these by credit card at the time of your request. Other methods are available if you make your request in person the Registrar's Office.

In order to request one of the documents listed below, please select the document and click on the 'Continue' button.

 [Status of previously-made requests](#)

Available documents	Associated fees
<input checked="" type="radio"/> <b>Confirmation of Registration at the College</b> This letter of confirmation will attest to your enrolment at the college for the current semester or a previous semester. It will contain your registration status (full or part time as well as the name and number of your program).	3.00\$

 [Continue](#)

### Step 4

Students must select the semester that they are currently enrolled in.

# Document Request

## Details of the request

Document	Confirmation of Registration at the College
Description	This letter of confirmation will attest to your enrolment at the college for the current semester or a previous semester. It will contain your registration status (full or part time as well as the name and number of your program.
Semester	Generate the document for semester <input type="text" value="Winter 2017"/>
Fees	3.00\$

### Step 5

Once you have reached this step your request for the Letter of Attestation has been sent to the Registrar's Office. Your letter will be populated in your Omnivox account within the next 24-48 business hours.

## Document Request



### Document Request transmitted to the College

Your document request for 'Confirmation of Registration at the College' was successfully transmitted at the college. Please print this page, email it or take note of your confirmation number appearing below.



Printable version



Send the confirmation form by email