

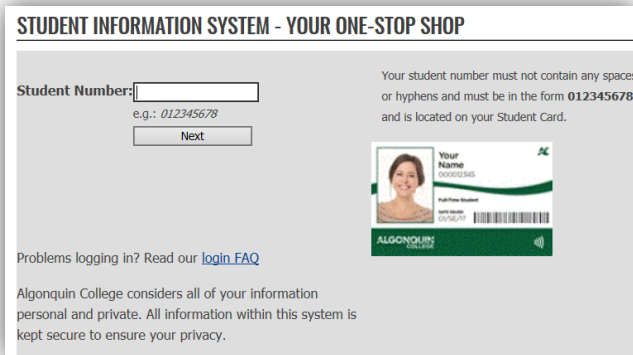
Printing Enrolment, Graduation and Fee-Breakdown Letters

View, print, or save your Returning Status, Enrolment, Graduation, and Fee-Breakdown Letters

Note for our Part-time Course-registrants: Only the Graduation Letters are available at this time for our Course-registrants. Please use the [Letter Request Form](#) for all other letters.

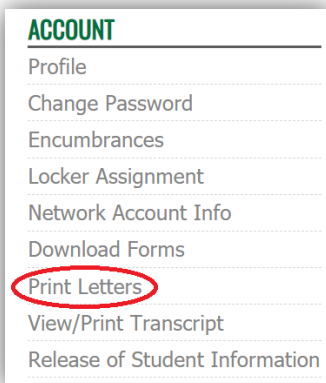
STEP 1

Log in to [ACSIS](#) using your student number.



STEP 2

Select *Print Letters* under *Account*.



STEP 3

Select the *Letter Category* that suits your needs (see descriptions below). If you can't select the letter you want, view TROUBLESHOOTING at the end of this How-To Guide.


Enrolment/Graduated Letter:

- An Enrolment Letter will attest to your full-time registration in the selected term. It will also include the name and length of your program, and which level you are entering. If you have not been registered yet, you may receive a Returning Status Letter instead.
- A Graduated Letter will attest to your graduated status in your program. If you completed your program during the selected term and the College has completed the [graduation validation process](#), you will be given a Graduated Letter automatically when you select *Enrolment/Graduated Letter*.

Fee Breakdown Letter:

- A Fee Breakdown Letter will state your current status for the selected term (ex. Returning or Registered). It will also provide the name and length of your program, which level you are entering, and fees associated with this level/term of your program.

Choose Term and Program

 Letter Category * Enrolment/Graduated Letter Fee Breakdown Letter

Term *

Program Name *

Program Level *

Letter Type *

Note: If you can't select the letter you want, view TROUBLESHOOTING at the end of this How-To Guide.

STEP 4

In the *Term* drop-down menu, select the semester you want your letter for. (Letters are always issued by term rather than by year or program.)

The *Program Name* will likely populate automatically. If you were registered in multiple programs during the same term, you can use the drop down menu to choose which program you want the letter for.

Click the *Preview and Print* button.

Choose Term and Program

Letter Category * Enrolment/Graduated Letter Fee Breakdown Letter

Term * Term

Program Name * Program Name

Program Level *

Letter Type *

Cancel **Preview & Print**

Note: If you can't select the term or program you want, view TROUBLESHOOTING at the end of this How-To Guide.

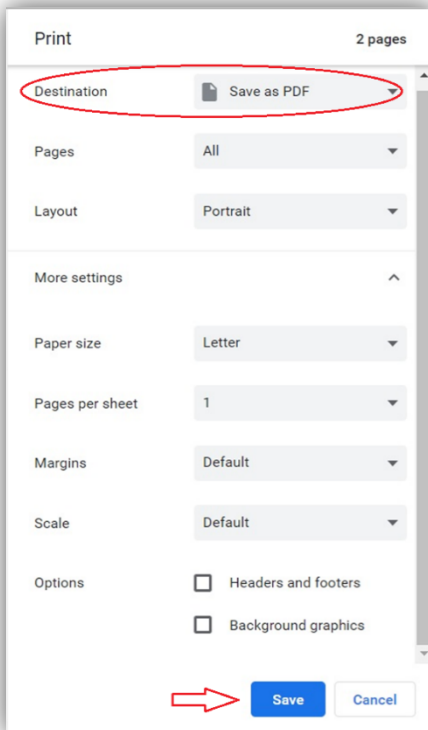
STEP 5

Your letter will appear in a separate tab/window of your web browser. If it does not appear, view TROUBLESHOOTING at the end of this How-To Guide.

To print or save your letter, move your cursor to the top right-hand corner of the page and select the appropriate option.



Alternatively, hold down both “ctrl” and “p” on your keyboard. You can change the *Destination* to save as a PDF on your computer or send it to a printer.



TROUBLESHOOTING***If your letter does not appear when you click Preview and Print:***

- Ensure that pop-up blockers are disabled on your web-browser. Pop-up blockers will block the letter.
- Try to use a different browser. The *Print Letters* function may not work on Explorer.
- Try to use a computer rather than a mobile device.
- Do not use a Mac for this function. The *Print Letters* function may not work on Macs.

If you cannot select the letter/term you want:**Returning Letters** (select *Enrolment/Graduated Letter*)

Note: These letters are not available for Level 1 students.

- Ensure you have a Returning status for the term you selected. (Select *View Application Status* on [ACSIS](#) to verify.)
- If you do not have a Returning status and it is *more than* two weeks before the term's Fee/Deposit Due Date, please try again at a later date. Returning statuses have not been added to any student files yet.
- If it is *less than* two weeks before the Fee/Deposit Due Date, contact your [Program Coordinator](#) or [Student Advisor, AC Online](#) to request a Returning Status.

Enrolment Letters (select *Enrolment/Graduated Letter*)

Note: These letters are available to our full-time students once they have been registered (approximately 1 month before the term's start date for those students who have paid/deferred their fees and have met all admission requirements).

Select *View Application Status* on [ACSIS](#) to verify your application status. Enrolment letters require a Registered status.

- If you have a Returning status or Accepted status, ensure that you have paid/deferred your fees for the upcoming semester (see [Payment Options](#)).
- If you have a Conditionally Accepted status, provide proof of completing any outstanding admission requirements for your program and ensure that you have paid/deferred your fees for the upcoming semester (see [Payment Options](#)).

- If you are returning to the next level of your program (Level 2, 3, etc.) and you do not have a status:
 - If it is *more than* two weeks before the term's Fee/Deposit Due Date, please try again at a later date. Returning statuses have not been added to student files yet.
 - If it is *less than* two weeks before the Fee/Deposit Due Date, contact your [Program Coordinator](#) or [Student Advisor, AC Online](#).
- If you are entering your first semester (Level 1) of the program and do *not* have a Registered, Paid Full Fees, Accepted, or Conditionally Accepted status, please contact the [Registrar's Office](#) for assistance.
- If it is *more than* one month before the term's start date, please try again at a later date. Registration has not been completed for this term yet.

Program Fee Breakdown Letters (select *Fee Breakdown Letter*)

Select *View Application Status* on [ACSIS](#) to verify your application status. If you do not have a Registered, Paid Full Fees, or Returning status:

- If it is *more than* two weeks before the term's Fee/Deposit Due Date, please try again at a later date. Returning statuses have not been added to any student files yet.
- If it is *less than* two weeks before the Fee/Deposit Due Date, contact your [Program Coordinator](#) or [Student Advisor, AC Online](#) to request a Returning status.
- If you have an Accepted status or Conditionally Accepted status, please try again approximately one month before the term's start date. Level 1 students cannot obtain Fee Breakdown letters until they have a Registered status.

Graduation Letters (select *Enrolment/Graduated Letter*)

- If you are a Part-time Course-registrant, ensure that you have applied to graduate (select *Application to Graduate* on [ACSIS](#)). Please allow 4-6 weeks for your application to process. If you have passed this timeline, email specialtyreg@algonquincollege.com for an update.
- If you are a full-time student, ensure you have a Graduated status for the term you selected. (Select *View Application Status* on [ACSIS](#) to verify.)
- If you do not have a graduated status, it may be that the [graduation validation process](#) has not yet been completed for that term. View the link for details and timelines, and try again later.
- If you have passed the timelines indicated in the [graduation validation process](#), contact your [Program Coordinator](#) or [Student Advisor, AC Online](#).

If your letter or the letter options do not include the information you require:

Domestic students

- Fill and submit a Letter Request Form [here](#). When filling the form, be sure to include your letter requirements in the “Additional Instructions” section.

Note: Our letters must reflect the status and information currently on your file.

Co-op students

- The Co-op Office, can provide more detailed co-op letters. They can be reached at coop@algonquincollege.com.

International students

- For an Acceptance Letter, please submit a Letter Request Form [here](#) and select “International Acceptance Letter” from the drop-down list.
- For all other letters, please complete an [International Letter Request Form](#).