



Task Title: Verification of Enrolment

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will review information about enrolment confirmation requests at an Ontario college, and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Learner Information

Students often need a letter confirming their enrolment at a college or university. This may be required to access educational savings or loans, rent an apartment, or secure a student job. Students may need to make this request one time or multiple times depending on their circumstances.

Go to the Mohawk College "Verification of Enrolment" page:

<https://www.mohawkcollege.ca/form/verification-of-enrolment>

Work Sheet

Task 1: Which group of students should not use this Verification of Enrolment Request Form?

Answer:

Task 2: When is a verification of enrolment letter available to a student?

Answer:

Task 3: What should a student do if they have a verification form from a third-party?

Answer:

Select "Verification of my Enrolment Status at Mohawk College" at the bottom of the page.

Task 4: List five (5) details a student must include to request a verification of enrolment letter.

Answer:

Answers

Task 1: Which group of students should not use this Verification of Enrolment Request Form?

Answer: International students requiring a verification of enrolment letter for immigration purposes.

Task 2: When is a verification of enrolment letter available to a student?

Answer: After they have registered in courses.

Task 3: What should a student do if they have a verification form from a third-party?

Answer: Attach the form to the student's online submission (at the bottom of the webform)

Select "Verification of my Enrolment Status at Mohawk College" at the bottom of the page.

Task 4: List five (5) details a student must include to request a verification of enrolment letter.

Answer: Any five of

- Mohawk student ID
- Date of birth
- First and last name
- Mohawk e-mail (alternative email address optional)
- Term and year for which student is requesting confirmation
- Additional document (third party verification of enrolment form) uploaded if applicable

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: VerificationOfEnrolment_P_A1.2

Learner Comments:

Instructor (print):

Learner (print):