

Request for Transcripts and Proof of Enrolment

A message from Patricia Bassett, Student Affairs Officer

Transcripts

McGill issues official transcripts free of charge and will mail them by regular mail to the address(es) indicated on the request made in Minerva. Alternatively they may be picked up in person at [Service Point](#) in sealed envelopes.

Note: You cannot submit a transcript request if you have holds on your record (e.g. accounting, registrar, library etc.). Please verify your unofficial transcript in Minerva for any holds.

Request a printed/official transcript

1. Log into [Minerva](#)
 2. Select the **Student Menu**
 3. Select the **Student Records Menu**
 4. Click **Request Printed/Official Transcript**
 5. Select one of the four options to indicate where your transcript(s) should be sent
Note: For pick-ups, select Option 2
 6. Follow the instructions and make sure to click **Submit** to complete your request
- Requests take 3 – 5 working days to process.

Proof of Enrolment

Print a proof of enrolment letter

Students who require confirmation of their status at McGill can obtain a signed letter listing the terms in which they were registered by accessing their record in Minerva.

1. Log into [Minerva](#)
2. Select the **Student Menu**
3. Select the **Student Records Menu**
4. Click **Letters – Proof of Enrolment**
5. Select the appropriate term(s) and type of letter
6. Click **Submit/Print**
7. The letter will open in a PDF file which can then be printed or saved

Is the letter from Minerva official?

Yes, the enrolment letter produced in Minerva features McGill letterhead and uses data directly from your student record; it is considered official by third parties including:

- Citizenship and Immigration Canada (CIC)
- Immigration Québec (MICC)
- Local transport authorities (STM, AMT, etc.)
- [Provincial health authorities](#)
- Banks
- [RESP provider](#)
- Etc.

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