Virtual Pittcon 2021

Proof of Student Enrollment - Instructions

All students are required to submit proof of active enrollment in a post-secondary academic program as of March 2021. This must match the information you provide during registration. Postdocs are NOT eligible for Student Registration.

You should submit your proof of enrollment documentation in English. **If your document is not in English, you must also provide a translation to English as one of the pages**. Failure to provide a translation of your documentation into English will result in automatic rejection of your registration. You may translate the documentation yourself.

Your registration will not be eligible for consideration by Pittcon unless you have submitted a valid form during your registration process.

Accepted Documents

Any *one* of the following documents is considered acceptable proof of enrollment:

1. A scanned copy of your student identification card demonstrating that you will be enrolled on March 2021. If your card does not have an explicit date on it, it must indicate in some way that you are enrolled for the 2021 school year. An identification card that only contains the date you started school is not acceptable.
2. A transcript or course list showing the courses you are enrolled in for dates that include March 2021. A transcript in .txt format is NOT acceptable. A transcript marked "Unofficial Transcript" will suffice from most institutions.
3. A letter from your school student affairs or admissions office stating that you are enrolled as a student for a time period that includes March 2021. This letter must:
   - be on school letterhead
   - display a school seal or logo
   - contain a signature and phone number or email address of a representative from the admissions office
4. Other proof that you are enrolled in a post-secondary academic program for the first semester/trimester of 2021. There are many different types of forms that can show this, but the key is to be sure the proof has your name, school name and a recent date on it. Examples include:
   - A semester class schedule or syllabus for this time period
   - A receipt showing you paid for this time period
   - A letter showing your scholarship/financial aid etc. covers this time period

Pittcon does not need to see your private information (phone number, grades received, tuition amount, address, personal ID number, etc.). Feel free to block them out.

All documents must clearly show your name and the name and address of the issuing school. These should match what is entered on your Pittcon registration.

If you have questions about whether your document is acceptable, **do not** contact Pittcon, just upload it to the registration site and Pittcon will contact you if your document is incorrect.

Proof of Enrollments will be reviewed by Pittcon. If it is not acceptable, we will ask you to upload a different document. You will receive an email when your registration has been approved (or rejected and needs to be fixed).

You can only upload one file. If you need to upload multiple pages, a PDF is suggested. Supported formats are PDF, JPG, PNG. Other file formats will not be accepted.

Proof of Enrollment Template

You may provide this template to your school if they require a sample Proof of Enrollment Letter:

(On SCHOOL LETTERHEAD)

DATE

Attention Pittcon Registration Committee,

This letter certifies that STUDENT NAME is currently enrolled as a student at SCHOOL NAME for the SEMESTER/GRADING PERIOD/TERM from START DATE until END DATE.

Signed,

UNIVERSITY REPRESENTATIVE

PRINTED NAME OF SCHOOL'S REPRESENTATIVE

REPRESENTATIVE'S PHONE NUMBER, EMAIL ADDRESS, AND MAILING ADDRESS FOR VERIFICATION

Common Errors

Below are some common errors that will cause your proof of enrollment to be rejected.

- **Letter from school for currently enrolled students**
    - INCORRECT: A letter from when you were first accepted into the university (example: 2019)
    - CORRECT: A current letter dated in April 2021 that shows you are enrolled in this school year that includes March 2021. See template above for guidance.
- **School ID**
    - INCORRECT: ID only lists start date as a student and is dated before August 2019
    - CORRECT: Shows valid until date that includes March 2021 (example valid until June 2021 or 2022)
    - CORRECT: Shows valid 2020-2021 school year
- **Not providing a translation**

- If your ID card, letter, or transcript is not in English you MUST provide a translation or your form will be automatically rejected. You may translate the form yourself, and must upload the original and translated version.

Rejection Reasons

- name mismatch: The name on the document does not match the name you registered on the site with. Provide a document that matches the registered name.

- school name mismatch: school name on the document doesn't match the school name you registered with.

- school name missing: There is no school name on the document.

- incomplete: Required fields or other information is missing.

- invalid dates: The dates on the document do not clearly show enrollment on March 2021.

- missing dates: There are no dates on the document or the dates.

- not a valid form: The document is not one of the acceptable document types listed above.

- not English: The document is not in English or does not have a sufficient translation.

- not legible: The document is not readable.

- not signed: If the document requires a signature (as do all letters from admissions office), it is missing.

- ineligible school: The school listed is not a post-secondary academic program, you cannot submit proof of enrollment in high school.

- other: The document was rejected for a reason not listed above.

- Pittcon reserves the right to reject any registration.