



Letter Request Form

Please allow up to 5 working days for processing

Name: _____

Student ID: _____

Program: _____ M.A. M.Sc. Ph.D.

Phone Number: _____

Email address: _____

**** Please note: if requesting a letter to maintain interest free status on a government student loan (eg. OSAP) please complete a Schedule 2 form in the financial aid office ****

Letter to include one or more of the following:

Confirmation of Enrolment: Please circle one: FT PT

Indicate Term: September-August; January-December; May-April

Confirmation of Degree Requirements (i.e. degree requirements met)

Letter is to be:

Picked up

Mailed to: _____

Faxed to: _____
(additional charges apply)

Request	Amount	Total Paid
Letter request	\$5.00	\$ <i>for office use only</i>
Extra copies	\$1.00	
Additional fax charge	\$5.00	

Please call (705) 748-1011 ext. 7245 to pay by credit card, or you may pay when picking up the letter. Otherwise, a charge will be put on your student account.