



Request for a Certified Document

Please note: If you require a Confirmation of Enrolment Letter for Canada or Manitoba Student Loan Purposes, see the Awards Office for a Schedule Two or CR form.

Request for: (Please check one)

- ☐ **Confirmation of Enrolment Letter** (Fee: \$10.00 per copy ordered)
Undergraduate letters take approx. 1-2 working days to process, Graduate Studies letters approx. 4-5 working days to process.
- ☐ **RESP or other Confirmation of Enrolment Form** (Fee: \$8.00 per form)
Please attach form(s) to be completed. Forms take approx. 1-2 working days to process.
- ☐ **Confirmation of Graduation Letter:** (Fee: \$20.00 per copy ordered)
You must have applied for graduation prior to being able to receive a Graduation Letter.
Undergraduate letters take approx. 2-3 working days to process, Graduate Studies letters approx. 4-5 working days to process.
- ☐ **Non-Enrolment Letter /Other (Please specify below)** (Fee: \$10.00 per copy ordered)

Information required in letter (if applicable):

Student #: _____ Phone Number: _____

Full Name: _____

Address (if being mailed): _____

Please check one: ☐ Mail ☐ Pick-Up ☐ *Fax (Fax No. _____)

Method of Payment: ☐ Cash ☐ Cheque ☐ Debit ☐ VISA/Mastercard (Fax only)

VISA / MC # _____ Expiry Date: _____

PLEASE NOTE

- There is an additional charge for sending letters by fax. (*\$3.00 for local and \$5.00 for long distance)
- All HOLDS must be released *before* a Certified Letter can be processed.
- Photo ID is *required* upon pick-up of all Certified Letters.
- Letters *will not* be released to a third party without written authorization.

Student (or designate) Signature: _____

For Office use only. Do not write below this line.

Fee Paid: _____
Holds: _____
Status: _____
Degree Sought: _____

Fax Charge: _____
Credit Hours: _____
Date Completed: _____
Initials: _____