



THE UNIVERSITY OF WINNIPEG

Request for a Certified Document

Please note: If you require confirmation of enrolment for Canada or Manitoba Student Loan Purposes, see the Awards Office for a Schedule Two.

Request for: (Please check)

- Confirmation of Enrolment Letter** (Fee: \$10.00 per copy ordered)
Undergraduate letters take approx. 2-3 working days to process; Graduate Studies take approx. 4-5 working days.
- Confirmation of Graduation Letter** (Fee: \$20.00 per copy ordered)
You must have applied for graduation prior to being able to order a Graduation Letter.
Undergraduate letters take approx. 2-3 working days to process, Graduate Studies letters approx. 4-5 working days.
- Non-Enrolment Letter / Other (please specify below)** (Fee: \$10.00 per copy ordered)

INFORMATION REQUIRED IN LETTER (IF APPLICABLE):

Full Name: _____ **Student #:** _____

Phone Number: _____ **Complete Mailing Address:** _____

UW Email: _____

Due to staff working remotely, we are not able to offer hard-copy letters, nor faxing or mailing services. Letter to be:

- Emailed as PDF to University webmail (\$5.00 PDF fee waived)

Method of Payment: VISA/MasterCard Please contact Student Central if you are unable to pay by credit card.

VISA / MC # _____ Expiry Date: _____

Cardholder's Name: _____ Cardholder's Signature: _____

PLEASE NOTE

- All HOLDS must be released and the letter payment must be received *before* an order will be processed.
- Photo ID is *required* upon pick-up of all documents which is not available at this time.
- Letters/forms **cannot be ordered by or released to** a third party without written authorization.

Student's Signature (in ink): _____

Office use only. Do not write below this line. (revised April 2021)

Fee Paid: _____	Curr CH: _____	FT / PT: _____
Holds: _____	GPAT CH: _____	GPA: _____
Degree Sought: _____	Total CH: _____	Acad Level: _____
	SACS: _____	
Date Completed: _____	Initials: _____	EMAIL _____ / _____