



# THE UNIVERSITY OF WINNIPEG

## Request for a Certified Document – Graduate Studies Students

*Please note: If you require confirmation of enrolment for Canada or Manitoba Student Aid purposes, see the Awards Office for a Schedule Two. Letters take approximately 4-5 working days to process. Students are sent an email when a letter has been uploaded to MyCreds.ca.*

Request for: (Please check)

☐ **Confirmation of Enrolment Letter – Domestic Student** (Fee: \$14.00 per share)

☐ **Confirmation of Enrolment Letter – International Student** (Fee: \$14.00 per share)

Reason for letter:

☐ To renew study permit or Temporary Resident Visa

☐ For bank purposes

☐ For support for a Letter of Invitation

☐ For driver's licence

☐ Other, please specify: \_\_\_\_\_

☐ **Confirmation of Graduation Letter** (Fee: \$22.00 per share) *Must apply to graduate first.*

☐ Process immediately

☐ Hold until \_\_\_\_\_ Term  
grades are official

☐ Hold until official graduation at  
\_\_\_\_\_ convocation

ADDITIONAL INFORMATION REQUIRED IN LETTER (IF APPLICABLE):

Full Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Complete Mailing Address:

UW Email: \_\_\_\_\_

Letter Format:



PDF (digital letterhead and signature) uploaded to MyCreds

(Payment of the applicable fee(s) via VISA/MC will need to be made on MyCreds.ca to view letter or share it with a third party.)

PLEASE NOTE

- Submit order form to Student Central.
- All HOLDS must be released **before** an order will be processed.
- Letters **cannot be ordered by** a third party without written authorization.

**Student's Signature** (in ink): \_\_\_\_\_

Office use only. Do not write below this line.

(Revised Aug 2024)

Holds: \_\_\_\_\_

Fall Term 20\_\_\_\_\_: \_\_\_\_\_ CH

FT / PT

CH Completed: \_\_\_\_\_

Winter Term 20\_\_\_\_\_: \_\_\_\_\_ CH

FT / PT

Degree Sought: \_\_\_\_\_

Spring Term 20\_\_\_\_\_: \_\_\_\_\_ CH

FT / PT

Start Date: \_\_\_\_\_

Expected Grad. Date: \_\_\_\_\_

Status: \_\_\_\_\_