



# 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 Loan Purposes, see the Awards Office for a Schedule Two. Letters take approximately 4-5 working days after payment has been received.

Request for: (Please check)

- Confirmation of Enrolment Letter – Domestic Student** (Fee: \$12.00 per copy ordered)
- Confirmation of Enrolment Letter – International Student** (Fee: \$17.00 per copy ordered)

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: \$20.00 per copy ordered) *Must apply to graduate first.*

### ADDITIONAL INFORMATION REQUIRED IN LETTER (IF APPLICABLE):

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Complete Mailing Address: \_\_\_\_\_

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

### Letter Format:

- PDF (digital letterhead and signature) sent to UW webmail

Method of Payment:  Cash  Cheque  Interac  VISA/MasterCard credit card (no Visa/ MC debit)

VISA / MC # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

### PLEASE NOTE

- Submit order form and payment to Student Central.
- All HOLDS must be released and the letter payment must be received *before* an order will be processed.
- Letters **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 June 2022)

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: _____