



# 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** (Fee: \$10.00 per letter/form)

Undergraduate letters/forms take approx. 2-3 working days to process; Graduate Studies take approx. 4-5 working days.

\_\_\_\_ **Letter(s)**

\_\_\_\_ **Completion of form(s) attached**

**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:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Please check one:**  Pick-Up  Postal Mail  \*Fax (Fax No. \_\_\_\_\_ / Attn: \_\_\_\_\_)

**Address (if being mailed):** \_\_\_\_\_

**Method of Payment:**  Cash  Cheque  Debit  VISA/MasterCard

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

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

### PLEASE NOTE

- There is an additional charge (\$5.00) for sending letters by fax.
- All HOLDS must be released and the letter payment must made *before* an order will be processed.
- Photo ID is *required* upon pick-up of all Certified Letters.
- Letters/forms **cannot be ordered by or released to** a third party without written authorization.

**Student's Signature:** \_\_\_\_\_

Office use only. Do not write below this line.

(revised May 2017)

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