



# Request for Certified Letter

## Undergraduate International Students

### Student Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Student Number: \_\_\_\_\_

Email: \_\_\_\_\_ Program of Studies: \_\_\_\_\_

### Type of letter requested

**Letter of Enrolment**

Fee: \$12.00 per copy

This letter shows the start date of studies, program of study, current registration in addition to personal details.

**Indicate reason for letter below**

- Immigration / Travel
- Drivers Licence
- Employment / Job or Manitoba Health
- Other: \_\_\_\_\_

**Letter of Non-enrolment/Withdrawal**

Fee: \$12.00 per copy

This letter confirms you are no longer registered in classes and/or actively enrolled at the university.

**Indicate reason for letter below**

- Withdrawn from university
- Immigration
- Other: \_\_\_\_\_

**Letter for Loan and Bank purposes**

Fee: \$12.00 per copy

This letter can be used for confirming the approximate yearly tuition and university related fees or to claim funds from your home bank.

### Indicate below any additional information required in the letter

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

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The letter will only state what it says on WebAdvisor. If you have not yet declared your major or are planning on changing your Major, you should do so before requesting a letter of enrolment.

**Please Note:**

- › **All holds must be released before a certified letter can be issued.**
- › **If you do not complete this form, or provide all information required, the letter will not be written.**
- › Letters will be emailed to your UWinnipeg Webmail account in 5-7 business days.
- › Letters **cannot be ordered by or released** to a third party without written authorization.

### Credit Card Information

(Not to be completed if paying in person)

Card number: \_\_\_\_\_

Expiry: \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**For Office Use**  
Fee Paid

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