



# 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):**

\_\_\_\_\_

\_\_\_\_\_

**Full Name:** \_\_\_\_\_ **Student #:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Address:** \_\_\_\_\_

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

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

Mail to address above  Mail to: \_\_\_\_\_

**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 June 2018)

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