



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 – Domestic Students Fee: \$12.00**
Undergraduate letters take approx. 2-3 working days to process, longer during peak periods.
- Non-Enrolment Letter / Other (Please specify below) Fee: \$12.00**

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 (cc payment made on MyCreds.ca to share letter with third party)
- Printed on letterhead for pick up
- Printed on letterhead and mailed to
 - address above; OR
 - _____
 - _____
 - _____
- Printed on letterhead and faxed (+\$5.00) to:
 - Fax #: _____
 - Attn: _____
- Printed on letterhead, mailed to home address, and scanned to University webmail (+\$5.00)

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

VISA / MC # _____ Expiry Date: _____

Cardholder's Name: _____ Cardholder's Signature: _____

PLEASE NOTE

- All HOLDS must be released and the letter payment must be made **before** an order will be processed.
- Photo ID is **required** upon pick-up of all documents.
- 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 March 2024)

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