



# THE UNIVERSITY OF WINNIPEG

## Request for a Certified Enrolment Letter

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: \$14.00**

Undergraduate letters take approx. 2-3 working days to process, longer during peak periods.

☐ **Non-Enrolment Letter / Other (Please specify below) Fee: \$14.00**

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 June 2024)

Fee Paid: \_\_\_\_\_

Curr CH: \_\_\_\_\_

FT / PT: \_\_\_\_\_

Holds: \_\_\_\_\_

GPAT CH: \_\_\_\_\_

GPA: \_\_\_\_\_

ADSU: \_\_\_\_\_

Total CH: \_\_\_\_\_

Acad Level: \_\_\_\_\_

Degree Sought: \_\_\_\_\_

SACS: \_\_\_\_\_

PU / FAX / MAIL/ SCAN/ MYCREDS

Date Completed: \_\_\_\_\_

Initials: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_