



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 per copy ordered)

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

Non-Enrolment Letter / Other (Please specify below) (Fee: \$12.00 per copy ordered)

INFORMATION REQUIRED IN LETTER (IF APPLICABLE):

Full Name: _____

Student #: _____

Phone Number: _____

Complete Mailing Address:

UW Email: _____

Letter Format:

PDF (digital letterhead and signature) sent to UW webmail

Printed on letterhead for pick up

Printed on letterhead and mailed to

Printed on letterhead and faxed (+\$5.00) to:

address above; OR

Fax #: _____

Attn: _____

Printed on letterhead, mailed to home address, and scanned to University webmail (+\$5.00)

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

VISA / MC # _____ Expiry Date: _____

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

PLEASE NOTE

- There is an additional charge (\$5.00) for sending letters by fax and/or for scanning letters.
- 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 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 2022)

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: _____

_____/_____