



THE UNIVERSITY OF
WINNIPEG

Request for Confirmation of Graduation Letter

*You must have applied for graduation prior to being able to receive a graduation letter. Letters take approximately 4-5 working days to process with this increasing during peak periods at the end of each term.
Fee: \$20.00*

Full Name _____

Student Number _____ Phone Number _____

Address _____

UW email _____

Please select ONE action:

Process Immediately

Hold until official grades available for (select one term):

Hold until official graduation in (select one graduation):

Graduation letters list the student's name, degree information, and when they will be/have been recommended to graduate. If you require additional information in the letter, please note here:

By default, letters will be emailed as a PDF to your UW email. If you would like your letter sent to a different address, please provide other email address: _____

Please sign here:

Student's signature: _____

Credit Card Payment:

VISA/MC # _____ Expiration Date _____

Cardholder's name _____ Cardholder's Signature _____

For payment methods other than credit card, please contact Student Central.

NOTE: All holds must be released and the letter payment made before an order will be processed. Letters/forms can not be ordered by or released to a third party without written authorization. All letters are sent as a PDF file.

Completed forms may be submitted via email to studentcentral@uwinnipeg.ca or fax to 204.783.4996.

Office use only. Do not enter information below this line.

Fee Paid _____ Acad Level _____ Date Completed _____

Holds _____ Degree _____ Initials _____