



THE UNIVERSITY OF WINNIPEG

Request for a Graduation Letter

Please note: You must have applied for graduation prior to ordering a Graduation Letter.

Full Name: _____

Student #: _____

Phone Number: _____

Complete Mailing Address: _____

UW Email: _____

A) Confirmation of Graduation Letter – *written prior to convocation* (Fee: \$20.00 per copy ordered)

☐ Process immediately

☐ Hold until _____ Term grades are official

Letter Format:

☐ PDF (digital letterhead and signature) sent to UW webmail

B) Confirmation of Graduation Letter – *written post-convocation* (Fee: \$20.00 per copy ordered)

☐ Process immediately

☐ Hold until official graduation at _____ convocation

Letter Format:

☐ PDF (digital letterhead and signature) sent to UW webmail

☐ Printed on letterhead for pick up

Or _____

☐ 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: ☐ 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 Aug 2022)

Fee Paid: _____

Grad date: _____

Degree sought/earned: _____

Holds: _____

ADSU: ☐

PU / FAX / MAIL/ SCAN/ EMAIL

Date Completed: _____

Initials: _____

_____/_____