



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: _____

Confirmation of Graduation Letter (Fee: \$22.00)

- Process immediately
- Hold until _____ Term
- Hold until official graduation at _____ convocation

Letter Format:

- PDF (digital letterhead and signature) uploaded to MyCreds (CC payment 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: _____
 - _____
 - _____

Special Instructions: _____

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 Sept 2024)

Fee Paid: N/A or _____ Grad date: _____ Degree/major: _____

Holds: _____ ADSU: PU / FAX / MAIL/ SCAN/ MYCREDS

Date Completed: _____ Initials: _____ / _____