



## Request for Certified Letter

### Undergraduate International Students

#### Student Information

Name:	Phone Number:	Student Number:
Email:	Program of Studies:	

#### Type of letter requested

☐ **Letter of Enrolment**

Fee: \$14.00 per copy

This letter shows the start date of studies, program of study, current registration in addition to personal details.

**Indicate reason for letter below**

- ☐ Immigration / Travel
- ☐ Drivers Licence
- ☐ Employment / Job or Manitoba Health
- ☐ Other: \_\_\_\_\_

☐ **Letter of  
Non-enrolment/Withdrawal**

Fee: \$14.00 per copy

This letter confirms you are no longer registered in classes and/or actively enrolled at the university.

**Indicate reason for letter below**

- ☐ Withdrawn from university
- ☐ Immigration
- ☐ Other: \_\_\_\_\_

☐ **Letter for Loan  
and Bank purposes**

Fee: \$14.00 per copy

This letter can be used for confirming the approximate yearly tuition and university related fees or to claim funds from your home bank.

#### Request to Upload Official Letter to MyCreds™

☐ **Please upload a copy of my official letter to MyCreds.**

MyCreds provides students with a one-stop credential wallet to access and securely distribute post-secondary documents at the desire of the learner. Current students can expect an email to their UWinnipeg webmail account when the letter has been uploaded to MyCreds and is ready for sharing. Students who have not registered in more than one year will receive an email to their personal email address as indicated above.

**Please Note:**

To send this letter to one or more third parties, the appropriate amount of share credits must be purchased in MyCreds. One (1) recipient of each official letter costs 1 share credit. One share credit costs \$14 plus tax. If you are unable to make a payment in MyCreds using Visa or Mastercard, please let us know at the time of order to discuss alternate payment options.

#### \*Please read the terms and sign below before submitting

1. Letters are normally released to MyCreds within three to five working days. In special cases and during busy periods the time may be seven to ten working days.
2. No letter will be issued until all applicable holds have been removed and all of the student's unpaid accounts with all University departments have been settled.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Updated July 2024

#### For Office Use

Fee Paid