



# THE UNIVERSITY OF WINNIPEG

## REQUEST FOR LETTER OF ENROLMENT (For Undergraduate International Students)

<b>TODAY'S DATE</b>		
<b>STUDENT NAME</b>	<i>Last Name:</i>	<i>Given Name:</i>
<b>UW STUDENT ID #</b>		<b>PHONE</b>
<b>EMAIL ADDRESS</b>		
<b>PROGRAM OF STUDIES***:</b>		
<b>Request for: (Check one letter only)</b>		
<input type="checkbox"/> <b>Letter of Enrolment or non-enrolment (Fee: \$10.00 per copy).</b> INDICATE REASON FOR LETTER BELOW <i>(This letter shows the start date of studies, credit hours completed, program of study, current registration, and expected date of graduation in addition to personal details. This letter is sufficient to show proof of enrolment and for CIC applications – Study Permit, Temporary Resident Visa, and support for letters of invitation.)</i> <ul style="list-style-type: none"> <li><input type="radio"/> To renew: Study Permit or Temporary Resident Visa</li> <li><input type="radio"/> For Drivers License</li> <li><input type="radio"/> Other, please specify: _____</li> </ul>		
<input type="checkbox"/> <b>Letter for Bank purposes (Fee: \$10.00 per copy)</b> <i>(This letter can be used for confirming standard tuition and living expenses or to claim funds from your home bank)</i>		
<b>Please indicate below any additional information required in the letter, such as number of copies (\$10.00 per copy).</b>		
<b>STUDENT SIGNATURE</b>		

**Please note:**

- **Submit completed/scanned form to** studentcentral@uwinnipeg.ca
- **All HOLDS must be released before a certified letter can be issued.**
- If you do not complete this form, or provide all information required, the letter will not be written.
- Letters will be ready in Five to Seven (5-7) BUSINESS DAYS.
- Photo ID is required upon pick-up of all letters.
- Letters **cannot be ordered by or released** to a third party without written authorization.

**\*\*\*The letter will only state what it says on Web Advisor.** If you have not yet declared your major and are planning to change from a 3-year program to 4-year, you may want to consider doing so before requesting a letter of enrolment.

*Credit Card information (Not to be completed if paying in person)*

Card number: \_\_\_\_\_

Expiry \_\_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**FEE PAID**