



# THE UNIVERSITY OF WINNIPEG

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

<b>TODAY'S DATE</b>		
<b>STUDENT NAME</b>		
<b>UW STUDENT ID #</b>		<b>PHONE</b>
<b>EMAIL ADDRESS</b>		
<b>PROGRAM OF STUDIES: ***</b>		
<b>Request for:</b>		
<input type="checkbox"/> <b>Letter of Enrolment (Fee: \$10.00 per copy)</b> <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>  <b>REASON (ex: Immigration related, job related):</b> _____		
<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>STUDENT SIGNATURE</b>		

**Please note:**

**Letter can be picked up at International Student Services (475 Portage Avenue)**

- **Submit payment at Student Central** or via fax to Student Central at (204.783.4996)
- **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 TWO-THREE (2-3) 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 WebAdvisor.** 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.

<b>Fee paid:</b>
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