



Request for: (Please check one)

Confirmation of Enrolment Letter (Fee: \$10.00 per copy ordered)

Enrolment Letter (Please specify more information below)

Confirmation of Graduation Letter (Fee: \$20.00 per copy ordered) – **(PDF only)**

You must have applied for graduation prior to being able to receive a Graduation Letter

Applying for a Post-Graduate Work Permit

Other (Please specify more information below)

Confirmation of completion for professional development (Cost N/A)

PMI

Provide further details below:

PLEASE PRINT CLEARLY

Last Name	First Name	Middle Name	Student Number
Email Address		Telephone	
Mailing Address (if mailed)	City	Province	Postal Code

PROGRAM INFORMATION

Diploma/Certificate Program Area: _____ Intake (term/year): _____

LETTER FOR:

Pick-Up **Mail** (to address listed above) **PDF Copy Sent to E-mail**

Letter Cost: \$ _____

Number of documents ordered: _____ Total Cost: \$ _____

Cash Cheque Interac Credit Card Visa MasterCard

OFFICE ONLY
Rct #: _____
Date: _____
Staff: _____

Card No. _____	Expiry Date _____
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DOCUMENTS WILL BE PREPARED ONCE FEE IS PAID

Please note:

1. Allow up to twenty-five working days for processing.
2. Understand that the University will not release such documentation in the event of an active financial hold on the student account.
3. Complete a separate form for any additional copies to be sent to a different mailing address.
4. Be prepared to present a photo I.D. when picking up the document.
5. Submit written consent to give permission for someone else to pick up the documents.

Note: The University will not release documents to students with active financial holds.

Signature: _____ **Date** _____