



Request for: (Please check one)

- Confirmation of Enrolment Letter** (Fee: \$10.00 per copy ordered)
- RESP or other Confirmation of Enrolment Form** (Fee: \$10.00 per form)
- Confirmation of Graduation Letter** (Fee: \$20.00 per copy ordered)  
*You must have applied for graduation prior to being able to receive a Graduation Letter*
- Non-Enrolment Letter /Other** (Please specify below) (Fee: \$10.00 per copy ordered)
- Confirmation of completion for professional development.** Please identify association:  
 CPHR       PMI      (Cost N/A)
  
- INTERNATIONAL STUDENTS – Please provide CIC number if required on document.**  
# \_\_\_\_\_

Information required in letter (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STUDENT INFORMATION**

Last Name	First Name	Middle Name	
Email Address	Home Telephone	Cellular Telephone	Business Telephone
Mailing Address (if mailed)	City	Province	Postal Code

**PROGRAM INFORMATION**

Diploma/Certificate Program Area: \_\_\_\_\_

**LETTER FOR:**

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