



Request for Certified Document

Request for: (Please check one)

Confirmation of Enrolment Letter

Fee: \$10.00 per copy ordered

Confirmation of Graduation Letter (Fee: \$20.00 per copy ordered) – **PDF only** (Please specify more information below)

Graduation requirements are pending (letter will be Conditional)

Graduation requirements have been met

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	City	Province	Postal Code

PROGRAM INFORMATION

Diploma/Certificate Program: _____ 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 5 – 10 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** _____

ENROLLMENT LETTER / GRADUATION LETTER INFORMATION

Student may need to request a Confirmation of Enrollment letter for the following reasons:

- 1) Extend their IRCC Study permit
- 2) Apply for a US visa
- 3) Verify enrollment for Manitoba Health (spouse qualifies)
- 4) Verify enrollment for housing
- 5) Apply for driver's license
- 6) Funding verifications

Students will need to request a Confirmation of Graduation for the following reasons:

- 1) Apply for IRCC Post Graduation Work Permit
- 2) Inviting friends/family members for Convocation Ceremony (Conditional Grad Letter if Graduation requirements are pending)
- 3) Employment purposes