

## LETTER REQUEST FORM

**PERSONAL INFORMATION:** (print clearly)

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ Title (Mr., Mrs., Ms. Other): \_\_\_\_\_  
 Student No.: \_\_\_\_\_ Email: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_ Date form submitted: \_\_\_\_\_

**REQUIRE A LETTER CONFIRMING THAT I:**

- am eligible to register for the next academic session.
- am eligible to register for the next academic session and have selected courses.
- am registered (paid/deferred fees) in a: full-time / part-time course load for the current session.
- am/will be eligible to graduate at the Spring (June) / Fall (Nov) Convocation being held in 20\_\_\_\_. I require this letter (choose one):
  - even though my courses are currently in progress
  - even though I am not currently registered and have completed all courses in a previous session.
  - as soon as final grades for my current course(s) are available on ROSI
  - once graduation has occurred (i.e. after the convocation ceremony)
- have graduated. My year of graduation was \_\_\_\_\_.
- have courses that were not used towards my degree i.e. QECO letter
- am in good standing for ICAO registration (Institute of Chartered Accountancy of Ontario).
- Other \_\_\_\_\_.

*Should you require a letter that confirms other information, discuss this with a Registration Assistant.*

- FOR PICK UP:** (Phone 416.287.7001 to confirm if letter is ready. Letters not picked up will be held for three months from ready date. Orders not picked up by that time will be destroyed and NO refunds will be issued).
- MAIL TO ADDRESS ABOVE.**

***A \$7.00 non-refundable fee is required with this form.  
Methods of Payment: Cash, Interac, Visa, Mastercard***

If faxing/mailing this form please include:

Credit Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

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**Registrar's Office, Room AA142, 1265 Military Trail, Toronto ON M1C 1A4**  
**Questions? [www.utsc.utoronto.ca/askus](http://www.utsc.utoronto.ca/askus)**

**Phone (416) 287-7001**

**Fax (416) 287-7528**