

## Letter and Document Verification Request

Before you complete this form, please note that some letters can be downloaded free of charge from [registrar.yorku.ca/program/letters](http://registrar.yorku.ca/program/letters). You may also request these letters on a walk-in/pick-up basis from Registrarial Services in the Bennett Centre. Drop off the completed form in the Registrar's Office drop box in the Bennett Centre for Student Services lobby or fax it to **416-736-5444**.

Note: some requests require an assessment of your academic record and may take up to six weeks to be processed. York does not write letters confirming your official name, name change, birth date or address. Check which letter(s) you are requesting.

Student Information (please print)		
Student Number	Last Name/Family Name	Given Name(s)
E-mail		Telephone

Letters Requested	Fee: \$25
<p>I have reviewed the online letter options which do not meet my needs. I would like to request the following:</p>	
<p><b>Confirmation</b></p> <p><input type="checkbox"/> I am/was enrolled and registered      Session(s): _____</p> <p><input type="checkbox"/> I am/was not enrolled or registered      Session(s): _____</p> <p><input type="checkbox"/> I am eligible to continue in my studies      Session: _____</p> <p><input type="checkbox"/> Language of instruction of course delivery for courses taken towards degree requirements at York University</p> <p><input type="checkbox"/> Copy of Transfer Credit Statement at the point of admission</p> <p><input type="checkbox"/> Degree conferral*          Include overall GPA at the point of graduation:  <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Fees paid (check all that apply):      Session(s): _____  <input type="checkbox"/> Tuition   <input type="checkbox"/> Rent   <input type="checkbox"/> Meal Plan  <input type="checkbox"/> Scholarship/Bursary   <input type="checkbox"/> Health Care/UHIP</p> <p><input type="checkbox"/> Other (please attach a separate sheet of paper with the explanation)</p> <p><small>* Glendon, Environmental Studies and Schulich students must request this letter from their home Faculty.</small></p>	<p><b>Official documentation for government/agencies/educational institutions</b></p> <p><input type="checkbox"/> Enrolment confirmation for RESP      Session(s): _____</p> <p><input type="checkbox"/> Official documents (e.g. form) to be signed and/or filled out (please attach the form with the request)</p> <p><input type="checkbox"/> Visa or Work Permit application/extension</p> <p><input type="checkbox"/> Verification of your academic status</p> <p><b>Graduation*</b></p> <p><input type="checkbox"/> Eligibility to graduate  <small>Note: you must have applied to graduate and degree requirements have been audited before this letter can be produced. Unless all grades are available, only a potential letter will be issued.</small></p> <p><input type="checkbox"/> QECO letter:      <input type="checkbox"/> Identification of transfer credits  <input type="checkbox"/> Extraneous credits to the degree</p>
<p><b>Transcript</b></p> <p>Does this document require a transcript to be attached?      <input type="checkbox"/> No   <input type="checkbox"/> Yes. If yes, there is an additional charge for the transcript.</p> <p><b>Note:</b> all letters are printed on official letterhead. Does your letter also require an official stamp?      <input type="checkbox"/> No   <input type="checkbox"/> Yes</p>	

Pick-Up/Delivery and Payment Information		
<input type="checkbox"/> I will pick up my letter(s). <input type="checkbox"/> Mail the letter(s). <input type="checkbox"/> Courier the letter(s) (fee: \$35 in Canada; \$50 to US; \$100 international)  <small>*York does not accept Visa debit card or American Express card.</small>	Recipient Name	Company/Institution (if applicable)
	Street Name and Number	City
	Province/State	Postal/Zip Code      Country
	Credit Card Number (MasterCard or VISA only)	Expiry Date (mm/yy)

**I authorize the release of this information to the individual, company or institution noted above.**

Student's Signature	Date (dd/mm/yy)
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<b>Office Use Only</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order	Date _____
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