



Graduate Studies Office
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 Canada
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www.grad.uwaterloo.ca

Program Confirmation Letter Request Form Graduate Studies

- Processing time is approximately 3-5 business days.
- Use this form to order a letter if you are currently or were previously enrolled in a graduate program (i.e. Ph.D., Master's, etc.)

Please print clearly Mr. Mrs. Ms Miss

Surname	Given Name(s)
UW Student ID Number	Date of Birth
Email Address	Telephone Number
Student Signature	Date

Number of copies required: _____

Release as follows: Hold for pick-up Mail Fax (hard copy also issued) Courier

Additional Comments:

<input type="checkbox"/> Current term registration <input type="checkbox"/> Include previous terms <input type="checkbox"/> Include tuition & fees <input type="checkbox"/> Include scholarships <input type="checkbox"/> Degree requirements met <input type="checkbox"/> Graduation Date: _____	Address (name, company, address , etc.)
<input type="checkbox"/> Multi-purpose letter (To Whom it May Concern) <input type="checkbox"/> U.S. Visa: <input type="checkbox"/> Consulate General (Toronto) <input type="checkbox"/> Embassy (Ottawa)	

For courier service (mandatory): Phone Number of destination: _____

For fax service: Fax Number of destination: _____

Payment Arrangements

- Non-refundable fee: \$10.00 for each letter
- Letters will not be prepared or released unless payment has been received
- NOTE: For in-person requests, letters must be paid for in the Student Accounts Office, NH 1110 before submission to the GSO for processing

Methods of payment: <input type="checkbox"/> Cheque attached (<i>payable to the University of Waterloo</i>) <input type="checkbox"/> Money order attached (<i>payable to the University of Waterloo</i>) <input type="checkbox"/> Cash <input type="checkbox"/> WatCard <input type="checkbox"/> Debit	Fax charges (additional): <input type="checkbox"/> \$5.00 North America <input type="checkbox"/> \$10.00 International Courier charges (additional): <input type="checkbox"/> \$10.00 within Ontario <input type="checkbox"/> \$25.00 within USA <input type="checkbox"/> \$20.00 within Canada <input type="checkbox"/> \$35.00 outside North America
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Credit Card Information

Visa MasterCard

Card Number	Expiry Date
Name of Cardholder	Signature of Cardholder
Completed By (GSO Use):	Pick up Date (GSO Use):