



Request for a Letter(s) Confirming Registration

Please allow 5 business days for letter(s) to be processed.
A fee of \$7.00 per letter is required to be paid with each request.

SECTION 1: To be completed by the student:

Name:	Student Number:
Degree:	Graduate Unit:
Contact Information (Telephone/Email):	Number of Copies Requested:
Pick Letter Up: Yes No*	
*If no, student address letter is to be mailed (if applicable):	
Indicate which session(s) you are currently registered in and need to have confirmed: Fall (Sept.-Dec.) Winter (Jan.-Apr.) Summer (May-Aug.)	
Indicate the following information you want recorded in your letter: Program Start Date: Expected Date of Completion: Fees have been paid, indicate amount: Time Limit for Completion of the Program, indicate year: For this academic year, I certify that I am supported by scholarship, fellowships, research or teaching money, indicate amount: Other (specify):	
**I hereby authorise the University of Toronto to release the above information.	
Student's Signature**:	Date:
Payment, SGS accepts Master Card or Visa only (not American Express), indicate card type and number. Card Type: Card Number:	
Expiry Date:	Card Holder's Signature:

SECTION 2: School of Graduate Studies:

Payment Received: Yes No	Cashier's Initials:
Date Processed:	Date Mailed:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.

Updated July 28, 2010