

# Request for a Letter(s) Confirming Registration

Please allow five business days for letter(s) to be processed.

**Section 1: To be completed by the student:**

Name:	Student Number:	
Degree:	Graduate Unit:	
Contact Info.(Phone/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. to Dec.)                      Winter (Jan. to Apr.)                      Summer (May to Aug.)		
Indicate the following information you want recorded in your letter:  Supervisor:  OCGS-Approved Field:  Program Start Date:  Expected Date of Completion, indicate month/year:  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 estimated amount: \$  Other (specify):		
<b>I hereby authorize the University of Toronto to release the above information. **</b>		
** 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: To be Completed by the School of Graduate Studies**

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

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)