Request for a Letter(s)
Confirming Registration

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

SGS Student Academic Services is temporarily located at 702 and 704 Spadina Avenue (north of Sussex Ave) while 63 St George Street is closed for renovations.

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td>Graduate Unit (Department, Institute, Centre, Faculty):</td>
</tr>
<tr>
<td>Contact Info.(Phone/Email):</td>
<td>Number of Copies Requested:</td>
</tr>
<tr>
<td>Pick Letter Up:</td>
<td>Yes No *</td>
</tr>
</tbody>
</table>

* 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:

| Year: | Fall (Sept. to Dec.) | Winter (Jan. to Apr.) | Summer (May to Aug.) |

We will confirm your registration and the above information. Also, indicate below if you want the following information recorded in your letter:

- [ ] Supervisor:
- [ ] 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):

I hereby authorize the University of Toronto to release the above information. **

** Student's Signature: Date:

**Section 2: To be completed by the School of Graduate Studies**

| Date Processed: | Date Mailed: |

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php

08/2016