

Please Print

# OFFICIAL WESTERN LETTER REQUEST FORM

OFFICE USE ONLY

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

W Drive  Peoplesoft  Letter Loc

Fax (519) 850-2590

Student # 

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\*Name: \_\_\_\_\_  
First Middle Surname

\*Phone: (\_\_\_\_) \_\_\_\_\_ \*DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Y M D

\*Email: \_\_\_\_\_ \*required info

Faculty:  Undergraduate  Full-time  
 Graduate  Part-time

# of copies  Hold for pickup  
(must be picked up within 6 months of ordering)

Other Delivery Methods: Complete Sections Below  
Mail Fax Courier

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_  
(Required if courier service selected)

Fax (add \$25.00) Attention: \_\_\_\_\_  
Fax # (\_\_\_\_) \_\_\_\_\_

### Student Authorization

I certify that I am the student as stated. The information provided is true and correct in all respects. I hereby authorize The University of Western Ontario to release Official Western Letters as indicated.

X \_\_\_\_\_  
Student Signature (digital signatures are not accepted)

Please note: It is at the discretion of Student Central staff whether an Official Western Letter can be processed immediately. Negative service indicators on a student's academic records will prevent the release of Official Western Letters.

### LETTERS AVAILABLE FOR IMMEDIATE PROCESSING \*\*

\*\*These letters can also be ordered via Fax or Mail and will be processed within 4 to 5 business days.

#### Enrollment for Single Term

*Letter contents: Start/end dates, faculty, full/part time status*

Current Term OR Past Term \_\_\_\_\_

RESP Letter Intent to Register for next term  
Fees Paid (Main Campus Only)

#### Letter for Visa Purposes (Main Campus Only)

*Letter contents: Registration, start and end dates, fees paid, full/part time status, faculty, year enrolled and program length.*

Indicate Term Required \_\_\_\_\_  
Intent to Register for next term

#### Graduation

- Degree(s) conferred: Year(s) of graduation: \_\_\_\_\_
- Upcoming graduation:
  - Upon successful completion
    - Has applied  Has not applied
  - Completed requirements (formal confirmation from the Faculty required, minimum 2 weeks processing)
    - Has applied  Has not applied
- Letter for Post-Graduate Work Permit

### OTHER AVAILABLE LETTERS

(4-5 BUSINESS DAYS TO PROCESS)

- Advance Standing/Transfer Credits  
Extra courses (e.g. QECO) 2 weeks processing time  
RNAO fees letter  
Fees for Multiple Terms: \_\_\_\_\_  
Registration for Multiple Terms: \_\_\_\_\_

**FEES: Official Western Letter - \$16.00/copy** (includes the cost of regular mail). All fees payable at time of request & are subject to change.

# of letters x \$16 =	
add courier fee (if applicable)	
add fax fee (if applicable)	
Total Amount Payable	

- Debit Card
- Cash
- Cheque
- Visa
- Mastercard

The following services are **additional** to the Official Western Letter fee:

Fax transmissions: \$25.00 per fax number  
Maximum of 3 unsuccessful attempts.

Courier: \$23.00 within Ontario \$31.00 remainder of Canada  
\$44.00 USA \$65.00 International  
(additional charges may apply for return shipments)

Cardholder's Name as it appears on card \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_  
(digital signatures are not accepted)

Credit Card # | \_\_\_\_\_ | Expiry Date: | \_\_\_\_\_ |