

## Letter and Document Verification Request

Before you complete this form, please be advised that the most common types of letter and verification requests (e.g. proof of current enrolment/ registration & RESP forms) can be downloaded free of charge from [registrar.yorku.ca/services/letters](http://registrar.yorku.ca/services/letters). You may also request these letters on a walk-in/pick-up basis from Student Client Services in the Bennett Centre. Charges listed below apply for both in-person and mail-in services.

### Official Letters

Complete this section if you need a letter produced. Note: some requests require an assessment of your academic record and may take up to six weeks to be processed. York does not write letters confirming your official name, name change, birth date or address. Check which letter(s) you are requesting.

#### Standard confirmation - Fee \$15

- That you are enrolled/registered in the current academic session.\*
- That you have already had your degree conferred from a previous session.\*
- That you are on the list of potentially eligible graduates.  
 Note: you must apply to graduate before this letter can be produced.  
 This does not confirm your eligibility to graduate.
- Statement of transfer credit received at the point of admission.\*\*

#### Customized letters - Fee \$50

- That you are eligible to graduate.\*\*  
 Note: All courses must be completed and you must apply to graduate before this letter can be produced.
- Identification of transfer credits.\*\*
- Identification of courses extraneous to your degree.\*\*
- Other (please attach specific details of your letter request)

#### Modified confirmation - Fee \$25

- That you are enrolled/registered in an academic session other than the current one.\*
- That you are not enrolled/registered or that you dropped all or some of your courses.\*

\* Specify applicable session:

- Summer     Fall/Winter    Year: 20\_\_\_\_\_

\*\* Note: Glendon, Environmental Studies and Schulich students must request this letter from their home Faculty.

**Note:** All letters are printed on official letterhead. Does your letter also require an official stamp?     No     Yes (Fee \$25)

### Verification or Certification

Complete this section if you have a document (e.g. RESP, insurance or bank form, admissions application) that requires a confirmation of your academic status. Fee \$25. Do not forget to attach the document. You are advised to keep a copy for yourself. There is no charge for completion of the CPP form.

- Are there unique or specific instructions for the completion of the document?     No     Yes    If yes, please attach requirements.  
 Does this document require a transcript to be attached?     No     Yes    If yes, there is an additional charge for the transcript.

### Student Information (please print)

Student Number	Last Name/Family Name	Given Name(s)	
Telephone	Street Name and Number	City	
E-mail	Province/State	Postal Code/ZIP Code	Country

### Pick-Up/Delivery and Payment Information

<input type="checkbox"/> I will pick up my letter(s). <input type="checkbox"/> Mail the letter(s) to the address to the right.	Recipient Name	Company/Institution (if applicable)
	Street Name and Number	City
Postal Code/ZIP Code	Province/State	Country
Credit Card Number (MasterCard or VISA only)	Expiry Date (mm/yy)	Cardholder's Signature

Drop off the completed form in the Registrar's Office drop box in the Bennett Centre for Student Services lobby or fax it to **416-736-5444**.

**I authorize the release of this information to the individual, company or institution noted above.**

Student's Signature	Date (dd/mm/yy)
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#### Office Use Only

- Credit Card                       Money Order