

## Enrolment Verification Letter Request Form

### Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the dropdown menu, then '**Create New Request**'.
3. Attach this form and any supporting documents to your service request.
4. Return to the Service Request page to monitor updates.

Student Name	Student ID Number
Email	Telephone Number

Degree/Diploma type	Current Level	Program duration
Please indicate if you have graduated from this program.		Yes      No

Information of the person/organization you would like us to mail the letter to	
Name/Organization	
Address	
City	Province
Country	Postal code

<b>Purpose of the letter. (**requires Faculty confirmation)</b>									
How many letter copies are you requesting? (up to three) _____									
<p><b>Option 1 – Enrolment Letter.</b> This contains:</p> <ul style="list-style-type: none"> <li>• Enrolment details (enrolment terms &amp; status)</li> <li>• Degree type</li> <li>• Program name</li> <li>• Current level</li> <li>• Program duration</li> </ul>									
<p><b>Option 2 – Study Permit / Extension of Study Permit.</b> This contains:</p> <ul style="list-style-type: none"> <li>• Enrolment details (enrolment terms &amp; status)</li> <li>• Degree type</li> <li>• Program name</li> <li>• Current level</li> <li>• Program duration</li> <li>• Pending coursework and co-op (if applicable)**</li> <li>• Expected graduation term**</li> </ul>									
<p><b>Option 3 – Approval to Graduate / Work Permit Application.</b> This contains:</p> <ul style="list-style-type: none"> <li>• Confirmation the student has completed all requirements</li> <li>• Degree type</li> <li>• Program name</li> <li>• Expected conferral date**</li> </ul>									
<p><b>Option 4 – Degree Conferred.</b> This contains:</p> <ul style="list-style-type: none"> <li>• Confirmation the student has graduated</li> <li>• Degree type</li> <li>• Program name</li> <li>• Program duration</li> <li>• Minor and concurrent certificate(s) (if applicable)</li> <li>• Conferral date</li> </ul>									
<p><b>Other.</b> If you require additional details, please select from below</p> <table border="0"> <tr> <td>Method of instruction</td> <td>Language of instruction</td> </tr> <tr> <td>MELD enrolment or program completion</td> <td>McMaster accreditation.</td> </tr> <tr> <td>Courses extra to degree**</td> <td>cGPA**</td> </tr> <tr> <td>Transfer credit on admission / letter of permission</td> <td></td> </tr> </table>		Method of instruction	Language of instruction	MELD enrolment or program completion	McMaster accreditation.	Courses extra to degree**	cGPA**	Transfer credit on admission / letter of permission	
Method of instruction	Language of instruction								
MELD enrolment or program completion	McMaster accreditation.								
Courses extra to degree**	cGPA**								
Transfer credit on admission / letter of permission									
If you are using the letter for immigration purposes, please indicate the date your visa or application expires:									

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Student's Signature

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Date

**FIPPA Notice**

*The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.*