

GRS Confirmation Letter Request Form Electrical and Computer Engineering

Please complete this form and submit to Graduate Studies Records Specialist – Research and Special Programs to request confirmation of current GRS funding. The minimum turnaround time is approximately 3 business days.

Note:

Confirmation of Employment letters can be requested through the Human Resources department using the following form <http://www.hr.uwaterloo.ca/forms/employment.html>

Confirmation of Program of study/registration, degree completion/graduation and/or other funding sources such as scholarships and awards must be requested through the University Graduate Studies Office (GSO) in Needles Hall, room 2072. The GSO Program Confirmation Letter Request (*To Whom It May Concern*) form is available from the GSO website at: www.grad.uwaterloo.ca/students/current/forms.asp.

Student information *(please print):*

Last Name: _____ **First Name:** _____

UW ID: _____

Reason for request: _____

I have previously requested GRA/GRA/TA confirmation letter(s): Yes No

Confirmation required for the following:

GRS _____
Term(s)

Your letter will normally be placed in your mailbox for pick-up within 3 days of receipt of this form.

Student Signature: _____ **Date:** _____