



# Student Letter Request Form

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Fill in the required data, save and print the file; (5) Return the completed form to

School of Graduate Studies

[School of Graduate Studies](#); Memorial University of Newfoundland; IIC-2012 (Bruneau Centre for Research and Innovation); St. John's, NL A1C 5S7 Canada Fax: 709.864.4702 eMail: [sgs@mun.ca](mailto:sgs@mun.ca)

Student Information			
MUN #:	Last Name:	First Name:	Middle Name:
Academic Unit:		Degree:	
Telephone No.:		eMail:	
Type of Letter Requested (Please allow 1-2 days for processing.)			
<input type="checkbox"/> Extension of study permit Expiry date of current study permit held: Length of time requested: Anticipated program completion date:		_____ Signature of Head or Graduate Officer	
<input type="checkbox"/> Letter on status			
<input type="checkbox"/> Letter to include financial support			
<input type="checkbox"/> Traveling (indicate where, when and why) Permission to Travel – Graduate Office/Head		_____ Signature of Head or Graduate Officer	
<input type="checkbox"/> Other (please specify):			
Additional Information			
Address to which the letter is to be addressed:			
<input type="checkbox"/> Pick-up letter in Graduate Studies <span style="margin-left: 200px;"><u>or</u></span> <span style="margin-left: 200px;"><input type="checkbox"/> Mail to your academic unit</span>			
Date by which you require the letter (Please allow 1-2 days for processing):			
To be Completed by the Graduate Officer in the Academic Unit (if the letter is to include financial support)			
Financial support currently held by student:			
Future financial support which student remains eligible to receive and for what period of time, if known.			
<i>(Any future financial support must be confirmed in writing to the School of Graduate Studies.)</i>			
Signature of Head or Graduate Officer:		Date:	

Memorial University protects your privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act ([RSNL1990CHAPTERM-7](#)). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Manager – Enrolment and Strategic Initiatives, School of Graduate Studies, at 709.864.2445 or at [sgs@mun.ca](mailto:sgs@mun.ca).

Please note that students are required to pay a processing fee for any piece of documentation required by the Canadian Immigration authorities. When requesting an extension to student authorization, you may wish to indicate the maximum time period which you feel the student may need to complete the graduate program.