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Date

OFFICIAL WESTERN LETTER REQUEST FORM

OFFICE USE ONLY Staff Initials _____ Date ____ W Drive Peoplesoft Letter Loc

Fax (51	9) 850-2590	
Student #	Please note: It is at the discretion of Student Central staff whether an Offi- cial Western Letter can be processed immediately. Negative service indi- cators on a student's academic records will prevent the release of Official Western Letters.	
First Middle Surname		
*Phone: () *DOB://	LETTERS AVAILABLE FOR IMMEDIATE PROCESSING **	
*Email: *required info	**These letters can also be ordered via Fax or Mail and will be processed within 4 to 5 business days.	
Faculty: 🗌 Undergraduate 🗌 Full-time	Enrollment for Single Term Letter contents: Start/end dates, faculty, full/part time status	
Graduate Dart-time	Indicate Term Required	
	□ RESP Letter □ Intent to Register for next term	
# of copies On-the-spot	□ Fees Paid (Main Campus Only)	
Other Delivery Methods: Complete Sections Below Mail Fax Courier	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.	
Attn:	Indicate Term Required	
Address:	□ Intent to Register for next term	
	Graduation	
Citau Drow Destal Cada:	Degree(s) conferred: Year(s) of graduation:	
City: Prov: Postal Code:	Upcoming graduation:	
Telephone #: () (Required if courier service selected)	□ Upon successful completion	
(Required if courier service selected)	\square Has applied \square Has not applied	
Fax (add \$12.00) Attention:	 Completed requirements (formal confirmation from the 	
Fax # ()	Faculty required, minimum 2 weeks processing)	
	□ Has applied □ Has not applied □ Letter for Post-Graduate Work Permit	
<u>Student Authorization</u> I certify that I am the student as stated. The information pro-		
vided is true and correct in all respects. I hereby authorize	OTHER AVAILABLE LETTERS	
The University of Western Ontario to release Official West-	(4-5 BUSINESS DAYS TO PROCESS)	
ern Letters as indicated.	\Box Q.E.C.O. \Box advanced standing	
	\Box extra courses (2 weeks processing time)	
X	\Box RNAO fees letter	
Student Signature (legal signature required)	Fees for Multiple Terms:	
	Registration for Multiple Terms:	
TEES: Official Western Letter - \$12.00/copy (includes the cost of r	egular mail). All fees payable at time of request & are subject to change	
# of letters x \$12 = Debit Card		
	The following services are <u>additional</u> to the Official Western Letter fee:	
	Fax: \$12.00 per fax number (maximum of 3 attempts for unsuccessful transmissions) Courier: \$15.00 within Ontario	
add fax fee \$12.00 (if applicable)	\$25.00 remainder of Canada & USA	
Total Amount Payable 🛛 🗆 Mastercard	\$50.00 for International (additional charges may apply for return shipments)	
Cardholder's Name as it appears on card	Cardholder's Signature	
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Credit Card #	Expiry Date:	