

Schulich School of Business

Student Letter Request Form

Transcripts, enrolment letters and RESP letters are ordered online at <http://www.yorku.ca/yorkweb/cs.htm>, or through the Registrar's Office, Student Services Centre.

Enrolment history, student account and payment information can also be printed online.

1. PERSONAL INFORMATION

Student #: _____ Program: _____
 Last Name: _____ First Name: _____
 Telephone: _____ Email: _____
 Signature: _____ Date: _____

2. TO WHOM SHOULD THE LETTER BE ADDRESSED?

To Whom It May Concern

OR

Name: _____ Title: _____
 Address: _____
 Postal Code: _____

3. WHAT SHOULD THE LETTER INCLUDE?

- Confirmation of registration – this includes current activity level, i.e. full-time or part-time
- Confirmation of sessional dates (choose term):
 - Fall
 - Winter
 - Both Fall & Winter
 - Summer
- Graduation status Include Specialization(s) (for graduating students only)
- Other _____

4. PICK-UP METHOD

- I will pick up at the Schulich Student Services office in SSB W262
- Please mail to the above address
- Please scan and email to: _____

***E-mail letter request forms to studentservices@schulich.yorku.ca**

*** Letters are ready within 3-5 business days.**

(During peak periods, there may be additional time needed to fulfill requests)

OFFICE USE ONLY

Confirmation of Registration:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> N/A	<input type="checkbox"/> New Student
Confirmation of Session:	<input type="checkbox"/> Fall 201__	<input type="checkbox"/> Winter 201__	<input type="checkbox"/> Summer 201__	<input type="checkbox"/> N/A
Salutation:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	
Graduation Status:	Complete _____	201__	Graduate _____	201__ <input type="checkbox"/> N/A
Confirmed by:	_____			