

Please Print

OFFICIAL WESTERN LETTER REQUEST FORM

OFFICE USE ONLY

Staff Initials _____ Date _____

Date _____

W Drive Peoplesoft Letter Loc

Fax (519) 850-2590

Student #

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*Name: _____
First Middle Surname

*Phone: (____) _____ *DOB: ____/____/____
Y M D

*Email: _____ *required info

Faculty: Undergraduate Full-time
 Graduate Part-time

of copies Hold for pickup

Other Delivery Methods: Complete Sections Below
Mail . Fax Courier

Attn: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone #: (____) _____
(Required if courier service selected)

Fax (add \$25.00) Attention: _____
Fax # (____) _____

Student Authorization

I certify that I am the student as stated. The information provided is true and correct in all respects. I hereby authorize The University of Western Ontario to release Official Western Letters as indicated.

X _____
Student Signature (digital signatures are not accepted)

Please note: It is at the discretion of Student Central staff whether an Official Western Letter can be processed immediately. Negative service indicators on a student's academic records will prevent the release of Official Western Letters.

LETTERS AVAILABLE FOR IMMEDIATE PROCESSING **

**These letters can also be ordered via Fax or Mail and will be processed within 4 to 5 business days.

Enrollment for Single Term

Letter contents: Start/end dates, faculty, full/part time status

Current Term OR Past Term _____

RESP Letter Intent to Register for next term
Fees Paid (Main Campus Only)

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.

Indicate Term Required _____
Intent to Register for next term

Graduation

- Degree(s) conferred: Year(s) of graduation: _____
- Upcoming graduation:
 - Upon successful completion
 - Has applied Has not applied
 - Completed requirements (formal confirmation from the Faculty required, minimum 2 weeks processing)
 - Has applied Has not applied
- Letter for Post-Graduate Work Permit

OTHER AVAILABLE LETTERS

(4-5 BUSINESS DAYS TO PROCESS)

- Advance Standing/Transfer Credits
Extra courses (e.g. QECO) 2 weeks processing time
RNAO fees letter
Fees for Multiple Terms: _____
Registration for Multiple Terms: _____

FEES: Official Western Letter - \$16.00/copy (includes the cost of regular mail). All fees payable at time of request & are subject to change.

# of letters x \$16 =	
add courier fee (if applicable)	
add fax fee (if applicable)	
Total Amount Payable	

- Debit Card
- Cash
- Cheque
- Visa
- Mastercard

The following services are **additional** to the Official Western Letter fee:

Fax transmissions: \$25.00 per fax number
Maximum of 3 unsuccessful attempts.

Courier: \$23.00 within Ontario \$31.00 remainder of Canada
\$44.00 USA \$65.00 International
(additional charges may apply for return shipments)

Cardholder's Name as it appears on card _____ Cardholder's Signature _____
(digital signatures are not accepted)

Credit Card # | _____ | Expiry Date: | _____ |