

OFFICIAL WESTERN LETTER REQUEST FORM

Date _____

Fax (519) 850-2590

Student # _____

*Name: _____
 First Middle Surname

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

*Email: _____ *required info

Faculty: Undergraduate Full-time
 Graduate Part-time

of copies Hold for pickup
 (must be picked up within
 6 months of ordering)

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: \$25.00 within Ontario \$34.00 remainder of Canada
 \$48.00 USA \$77.00 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 # _____ Exp. Date: _____ CVV#: _____