

# Official Western Letter Request Form

Please note: Negative service indicators on a student's academic records will prevent the release of Official Western Letters.

Date: \_\_\_\_\_

Student Number: \_\_\_\_\_ \*Phone: (\_\_\_\_) \_\_\_\_\_ \*DOB: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Y M D

\*Name: \_\_\_\_\_ \*Student Email: \_\_\_\_\_  
First Middle Surname

\*Email you would like e-letter sent: \_\_\_\_\_

Faculty: \_\_\_\_\_  Undergraduate  Graduate  Full-time  Part-time

Purple Pay Reference Number

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*\*Required Info*

## Available Letters

(4-5 Business Days to Process)

Fees for Multiple Terms: \_\_\_\_\_

Registration for Multiple Terms: \_\_\_\_\_

Pre-approved Special Letter: \_\_\_\_\_

### 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