

Hello,

Thank you for your inquiry.

If you are applying for a study permit using the Study Direct Stream (SDS) application process and your tuition fee bill is not yet available on your Student Center (student.uwo.ca), you may order an Official Western Letter that confirms you have accepted your offer of admission and that you have submitted a tuition payment.

To place an order for this letter you must:

- 1) Have accepted your offer of admission
- 2) You must have paid at least your 1st installment of tuition (use last year's amount if this year's fees are not yet available) – It is recommended that you use GlobalPay (Western Union) to make your payment – see http://registrar.uwo.ca/student_finances/fees_refunds/international_payments.html. Please view fees at: https://www.registrar.uwo.ca/student_finances/fees_refunds/pdfsfeeschedule/Fall%20Winter%202018-2019%20UGRD%20fee%20schedule%20INTL.pdf. Note: the fees for the 2019-2020 academic year are not yet available. The fees found at the link above are applicable for the 2018-2019 academic year.

The Study Direct Stream (SDS) letter type you are requesting is not available for ordering through the Student Center (student.uwo.ca). To request a SDS letter, please complete the form found at: <https://www.registrar.uwo.ca/services/pdfs/OnlineOWL.pdf>. When completing this form, please be sure to fill it out completely and indicate that it is for Study Direct Stream (SDS) purposes.

Please note: we do not accept emailed copies of our PDF request forms. In accordance with Payment Card Industry requirements, submissions can only be received in person, by fax, or by paper mail. Official Western Letters are considered confidential and therefore cannot be ordered by or released to anyone but the student unless we have prior consent from the student to do so. If you would like to authorize someone other than yourself to submit the request in-person on your behalf, instructions on how to do this are posted online at https://www.registrar.uwo.ca/services/release_of_information.html. Our office hours and location are posted at <https://registrar.uwo.ca/>.

The delivery method options are:

- **Hold for pick-up** - Should you not be able to come to London yourself, you can authorize someone else to pick up the letter for you. Simply log on to your Student Center (student.uwo.ca) account, select the "Release of Information" link on the left-hand side of the page, and update the information presented. The person you authorize must bring valid government-issued photo ID when they come to pick up your letter and knows how to spell your name and can provide either your birthday (month & day) or your student number.
- **Mail**
- **Fax**
- **Courier** - FedEx International Priority (available for delivery to most countries)

Privacy regulations prevent us from emailing Official Western Letters.

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Thank you again for writing. Please let us know if you have any further questions.