

This form is to request for official statements from the registration office. For a letter verifying that you are registered for the current academic year, please fill out a [Student Status Verification Request Form](#). For a letter regarding our accreditation, please find the printed information in our Academic Calendar.

Last Name: _____	First Name: _____
Middle Name: _____	Date of Birth (mm/dd/yyyy): _____
Phone Number (Daytime): _____	Email: _____
Student ID #: _____	Program of Study: _____

PURPOSE OF LETTER:	LETTER WILL STATE:
<input type="checkbox"/> Immigration – For traveling	Program, progress, full-time status & graduation date
<input type="checkbox"/> Extension of Study Permit	Program, progress, full-time status & graduation date
<input type="checkbox"/> Work Permit – Internship/Placement	Program, requirement of work placement for degree
<input type="checkbox"/> Verify Graduation (free for International Students for PGWP application)	Your program and (expected) year of graduation
<input type="checkbox"/> Verify History	You were a student here and dates attended
<input type="checkbox"/> Children’s Services	Program and course schedule. Specify more information below:
<input type="checkbox"/> Other: _____	_____

<b>MAILING INSTRUCTIONS:</b>  Person/Department: _____  Email Address: _____	<b>LETTER PROCESSING TIME &amp; FEE:</b> <ul style="list-style-type: none"> <li>▪ <b>\$10</b> fee for letter requests (Immigration and permit letters are free for International Students)</li> <li>▪ Normal processing time is 5-7 business days.</li> <li>▪ There is an extra \$10 fee for rush service (24-hour processing time). Rush requests cannot be guaranteed during peak seasons.</li> </ul>
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**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ONLINE PAYMENT:	OFFICE OF THE REGISTRAR’S USE ONLY:	
<input type="checkbox"/> <a href="http://Pay.Tyndale.ca">Pay.Tyndale.ca</a> <ol style="list-style-type: none"> <li>a. Choose “Office of the Registrar” and click “Next”.</li> <li>b. Complete the next page carefully and click “Pay”. Notification will be sent to the Office of the Registrar once the payment is successfully made.</li> </ol>	Received:	Received by:
	Amount Paid:	Payment Received by:
	Sent on:	Processed by:
	Note:	