

This form is to request for official statements from the Office of the Registrar. For a letter verifying that you are registered for the current academic year, please submit the [Student Status Verification Request Form](#) through [Flow](#).

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, and graduation date
<input type="checkbox"/> Extension of Study Permit	Program, progress, and graduation date
<input type="checkbox"/> Work Permit – Internship/Placement	Program, requirement of work placement for degree
<input type="checkbox"/> Verify Graduation	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: _____	_____

MAILING INSTRUCTIONS:	LETTER PROCESSING TIME & FEE:
Person/Department: _____ Email Address: _____	<ul style="list-style-type: none"> ▪ \$10 fee per letter request. ▪ Free for current international students who require a letter for permit extension or PGWP application. ▪ Normal processing time is 5-7 business days. ▪ There is an extra \$10 fee for rush service (24-hour processing time). Rush requests cannot be guaranteed during peak seasons.

STUDENT SIGNATURE: _____ **DATE:** _____

ONLINE PAYMENT:	OFFICE OF THE REGISTRAR’S USE ONLY:	
<input type="checkbox"/> Pay.Tyndale.ca a. Choose “Office of the Registrar” and click “Next”. 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.	Received:	Received by:
	Amount Paid:	Payment Received by:
	Sent on:	Processed by:
	Note:	