

# THIRD PARTY LETTER REQUEST FORM

VALID RECEIPT WITH CASH REGISTER IMPRINT  
Account No. 1-11-12025 (HK 25)

## SECTION 1 - COMPLETE PERSONAL/PROGRAM INFORMATION

Student ID No.                      Phone No. \_\_\_\_\_

Mr.  Ms.  Mrs.  Miss \_\_\_\_\_  
Previous Name (if applicable)

\_\_\_\_\_  
Last Name First Name

Street Address City/Town Postal Code  
e-Mail: \_\_\_\_\_

**Check all that apply:**

- Current Student  Former Student Year of Admission \_\_\_\_\_ Year of Graduation \_\_\_\_\_
- Full-time undergraduate program\*  Chang School student
- Part-time undergraduate program\*  Chang School International Student

**PROGRAM NAME:** \_\_\_\_\_

\* Current undergraduate International students should visit International Student Services in POD-61 before completing this form.

## SECTION 2-SPECIFY THIRD PARTY LETTER/SERVICE REQUIRED

**NOTE:** Processing time does not include time required for payment processing or mail delivery.

### TEN (10) business days required for processing:

- Eligibility to Graduate Letter** - Verifies that you have met all of your graduation requirements for your program, although you have not yet officially graduated.
- QECO Letter** (Qualification Evaluation Council of Ontario) - Attach copy of request from QECO.
- Transfer Credit Equivalency Letter** - Identifies courses from other institutions that were used to grant credit towards a Ryerson program or certificate.

### FIVE (5) business days required for processing:

**NOTE:** Rush Service (2-day turn around) may be available. Check with Enrollment Services prior to making your payment.

- Confirmation of Graduation Status Letter** - Verifies that you have officially graduated.
- Proof of Enrollment Letter** - Verifies that you are currently or were previously enrolled in a program.

### ONE (1) business day required for processing:

- Jury Duty Letter** - Verifies that you are a student, for exemption from jury duty. Notification of jury duty required. No fee for this service.
- Certified Photocopy of Award Document** - Bring your original graduation document and a photocopy to POD-64. Service available in person only.

**The fee for the first letter is \$20. Additional letters are \$5 each.**  
*Example: Student requires three 'Proof of Enrollment Letters'. Fee is \$20 + \$5 + \$5 = \$30. Payments are non-refundable. Letters will not be processed for students who have any 'holds' on their record. Check for any holds on RAMSS prior to completing this form.*

Please prepare ONE letter at \$20..... \$ 20  
Include \_\_\_\_\_ additional letters at \$5 each..... \$ \_\_\_\_\_  
Add Rush Service at \$15\*..... \$ \_\_\_\_\_  
Add Appropriate Fax Charge (See below)..... \$ \_\_\_\_\_

**TOTAL PAYMENT \$** \_\_\_\_\_

*\*NOT APPLICABLE FOR LETTERS PROCESSED BY CURRICULUM ADVISING. Confirmation of Graduation Status and Proof of Enrollment Letters only. Approval for this service is required prior to payment.*

Outgoing Fax Charges:	Ontario (Local)	\$ 5
	Ontario (Long Distance)	\$10
	Rest of Canada	\$15
	USA & Mexico	\$20
	Other	\$25

### Payment/Submission Method:

**By mail:** Enclose with form a cheque or money order payable to Ryerson University. Mail to: Student Fees, Ryerson University, 350 Victoria St, Toronto, ON, M5B 2K3.

**By fax:** Complete credit card information as indicated below, and fax this form to 416-979-5236. You will be charged for each form received. Please do not repeatedly fax.

**In person:** Bring this form to Student Fees, Lower Ground Floor (POD-64)

**HOLD FOR PICK-UP\*** at Enrollment Services (POD-64)  
*\*If picking up letter, please arrive after noon on the last business day.*

**MAIL TO MY ADDRESS ABOVE**

**MAIL TO ALTERNATE ADDRESS BELOW:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT SIGNATURE

DATE

**RYERSON UNIVERSITY**

ENROLLMENT SERVICES AND STUDENT RECORDS  
350 Victoria Street, Toronto, Ontario, Canada M5B 2K3  
www.ryerson.ca/essr | Tel: 416-979-5136

To learn about Ryerson's Policy on the protection of personal information visit [www.ryerson.ca/privacy](http://www.ryerson.ca/privacy)

VISA  MASTERCARD  AMEX

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiry Date: Month \_\_\_\_\_ Year \_\_\_\_\_

I authorize Ryerson University to charge \$\_\_\_\_\_ for the payment of my Third Party Letter to my VISA/ Mastercard / American Express (AMEX) account. I acknowledge that my Third Party Letter request will not be processed in the event of a declined credit card transaction.

CARDHOLDER SIGNATURE

STUDENT NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_