

# Yeates School of Graduate Studies

## THIRD PARTY LETTER REQUEST FORM

VALID RECEIPT WITH CASH REGISTER IMPRINT  
Account No. 1-11-11019-7981 HK90

### SECTION 1 - COMPLETE THE FOLLOWING PERSONAL INFORMATION

Student ID No.	Date of Birth	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms.
		<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss
First Name and Initials			
Last Name			
Maiden/Other Last Name on Ryerson Records (if applicable)			
Suite/Apt. No.	No. and Street Address	City/Town	
Province/State	Country	Postal/Zip Code	
E-mail Address	Phone No. (day)	Phone No. (evening/	

RETURN FORM TO YOUR GRADUATE PROGRAM OFFICE

### SECTION 2 - ENROLLMENT AND PROGRAM INFORMATION

Program Name:	<input type="checkbox"/> Full-time study	<input type="checkbox"/> Part-time study	<input type="checkbox"/> Masters	<input type="checkbox"/> Doctorate
Date of Admission:	Date of Graduation: (if applicable)			
Other information:				

### SECTION 3 - SPECIFY THIRD PARTY LETTER/SERVICE REQUIRED

a letter to verify completion of your degree requirements for your program, that you have applied to graduate, though you have not yet officially graduated.

Proof of Enrollment in current term

Other (please specify):

### SECTION 4 - METHOD OF PAYMENT & DELIVERY

**Payment Method: the fee for each letter/service is \$20. Copies are \$5 each.**

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

**In person:** (1) bring this form to *Enrollment Services & Student Fees Office*, Ground Floor (POD-64), 350 Victoria Street, to make your payment. (2) Submit the form with proof of payment (cashier's stamp - top right corner) to your *Graduate Program Office*.

Please prepare: \_\_\_\_\_ letters at \$20.

and include \_\_\_\_\_ copies at \$5.

**TOTAL FEE:** \_\_\_\_\_

**HOLD FOR PICK-UP at the PROGRAM OFFICE.**  
(Your letter will be mailed to the address above unless you check this box.)

STUDENT SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**PLEASE NOTE - Third Party Letters can take up to 5 business days to process from the date received.  
This does not include any time required for payment processing or mail delivery**