



Admissions Third Party Letter -For New Students to Ryerson-

Valid Receipt With Cash Register Imprint
Account No. 1-11-12033-5266

HK 96

Undergraduate Admissions and Recruitment

SECTION 1 – COMPLETE PERSONAL/PROGRAM INFORMATION

Ryerson Number

| | | | | | | | | | |
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Mr. Ms. Mrs. Miss

First Name

Last Name

Other/Former Name on Ryerson Records (if applicable)

Mailing Address

City/Town

Province

Postal Code

Telephone # Day

Telephone # Other

E-mail Address

SECTION 2 – SPECIFY THIRD PARTY LETTER REQUIRED

CHECK TYPE OF LETTER REQUIRED:

Confirmation of Application to Ryerson/Approval to Ryerson

Duplicate Offer of Admission

Other - Please specify _____ If requesting other type of letter please confirm with the Undergraduate Admissions and Recruitment Information Officer in advance to ensure that the type of letter you are requesting can be provided.

Hold for Pick-Up – Check if you want the letter held for pick up at Undergraduate Admissions and Recruitment (POD-144).

PLEASE NOTE: Third Party Letters vary in processing times. They can take up to **five (5) business days** to process from the date received. This does not include time required for payment processing and/or mail delivery.

I am requesting the following letter / service

Amounts

| | |
|--|----|
| I am requesting _____ letters - \$20.00 each | \$ |
| In addition, I am requesting _____ additional copies - \$5.00 each | \$ |
| Rush Service for next day pick-up only (LIB80) (subject to time of year and verbal approval of Client Service Coordinator) - \$15.00 | \$ |
| Courier Service (next day delivery within Canada available only) - \$25.00 | \$ |
| Total Cost | \$ |

Payment/Submission Method:

By mail: Enclose with form, a cheque or money order payable to Ryerson University. Mail to: Undergraduate Admissions and Recruitment. Ryerson University, 350 Victoria Street, Toronto, ON, M5B 2K3.

By fax: Complete credit card information as indicated below, and fax this form to 416-979-5221. 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), 350 Victoria Street, to make your payment and submit form.

STUDENT SIGNATURE

DATE

VISA MASTERCARD AMEX

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

Card Number: _____

Name on Card: _____

Expiry Date: Month _____ Year _____

CARDHOLDER SIGNATURE

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RYERSON NUMBER