

# RESP Confirmation of Enrollment - New Undergraduate Students -

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)

Apt. Number

Address

City/Town

Province

Postal Code

Telephone # Day

Telephone # Other

E-mail Address

**PLEASE INDICATE APPROPRIATE SELECTION**

- My RESP forms are enclosed with this request form
- I require a Proof of Enrollment Letter only. No forms are enclosed.

**SERVICE REQUEST**

**Complete my RESP forms once my admission conditions have been cleared (as applicable)**

Note: Upon completion, RESP forms/enrollment letters will bear a Registrar's signature and stamp of authenticity and will be sealed in an official Ryerson University envelope. Unless otherwise instructed (see below), forms will be sent by regular mail directly to the RESP company and no copies will be provided.

\$ 20.00

**Please hold completed form for pick-up.**

**Please mail the sealed forms/enrollment letters to me at my address as noted above and I will deliver to my RESP company.**

**Please mail directly to my RESP company on my behalf.**

**Courier Service – please courier to my RESP company on my behalf, (next day delivery within Canada available only).** \_\_\_\_\_ Courier @ \$25.00

\$ \_\_\_\_\_.00

**I require a copy of the completed forms for my personal records. Please mail to me at my address noted above.** \_\_\_\_\_ COPIES @ \$ 5.00

\$ \_\_\_\_\_.00

\$ \_\_\_\_\_.00

**TOTAL ENCLOSED**

**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 416-979-5067. You will be charged for each form received. Please do not repeatedly fax.

**In person:** Bring this form to Enrollment Services and Student Records, Lower Ground Floor (POD-70), 350 Victoria Street, to make your payment and bring your receipt and forms to the Office of Undergraduate Admission to submit request.

STUDENT SIGNATURE

DATE

VISA     MASTERCARD     AMEX

I authorize Ryerson University to charge \$ \_\_\_\_\_ for the payment of my RESP Forms/ Letter to my VISA/MasterCard/AMEX account. I acknowledge that my 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