

**THIRD PARTY LETTER REQUEST FORM  
GRADUATE STUDENTS**

<b>Section 1: Complete the following personal information</b>		VALID RECEIPT WITH CASH REGISTER IMPRINT Account No. 1-11-11019-7981		
<b>Student ID:</b>	<b>Date of birth:</b>			
<b>Last Name, First Name:</b>				
<b>Maiden/other last name on Ryerson records:</b>				
<b>No. and street address:</b>				
<b>Suite/Apt. No:</b>	<b>City/town:</b>			
<b>Province:</b>	<b>Post code:</b>			
<b>Ryerson.ca email address:</b>				
<b>Phone number (daytime):</b>				
<b>Section 2: Enrollment and program information</b>				
<b>Program:</b>	<input type="checkbox"/> <b>FT</b>	<input type="checkbox"/> <b>PT</b>	<input type="checkbox"/> <b>Master's</b> <input type="checkbox"/> <b>PhD</b>	
<b>Date of admission:</b>	<b>Date of graduation (if applicable):</b>			
<b>Any other information:</b>				
<b>Section 3: Specify third party letter/service required</b>				
<input type="checkbox"/> 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.				
<input type="checkbox"/> Proof of enrollment in current term				
<input type="checkbox"/> Other (please specify):				
<b>Section 4: Method of payment and delivery</b>				
<b>Payment Method: the fee for each letter/service is \$20. Copies are \$5 each.</b>				
<i>By mail:</i> enclose with form a cheque or money order payable to <i>Ryerson University</i> . Mail to: <i>Enrollment Services &amp; Student Fees Office</i> , Ryerson University, 350 Victoria St., Toronto, ON, M5B 2K3				
<i>In person:</i> (1) bring this form to the Service Hub - POD-150, 350 Victoria Street, to make your payment. (2) Submit the form with proof of payment (cashier's stamp - top right corner) to your <i>Graduate Program</i> .				
<b>Please prepare:          letters at \$20 and include:          copies at \$5. Total fee:</b>				
<input type="checkbox"/> <b>Hold for pick up at program office.</b> Otherwise, your letter will be mailed to the address above.				

**STUDENT SIGNATURE:**

**DATE:**

**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