

LETTER REQUEST FORM

FOR UNDERGRADUATE AND CHANG SCHOOL STUDENTS

VALID RECEIPT WITH CASH REGISTER IMPRINT

Account No. 1-11-12025 (KH 25)

SECTION 1. Complete personal/Program Information

Ryerson Student Number	Previous Name (if applicable)		
First Name	Last Name		
No. and Street Address	City/town	Province/State	Postal/Zip
Program Name	Phone Number	Email Address	

CHECK ALL THAT APPLY:

<input type="checkbox"/> Current Student*	<input type="checkbox"/> Former Student	<input type="checkbox"/> Full-time undergraduate program	<input type="checkbox"/> Part-time undergraduate program
<input type="checkbox"/> Chang School Student	<input type="checkbox"/> Chang School International Student	Year of Admission _____	Year of Graduation _____

* Current undergraduate International students should visit International Student Support POD-50A before completing this form.

SECTION 2. Specify 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:

Proof of Enrolment Letter - Verifies that you are currently or were previously enrolled in a program.

Please indicate which term(s) you would like confirmed: _____

NOTE: Current students must make request via your RAMSS account using Request a Letter.

Confirmation of Graduation Status Letter - Verifies that you have officially graduated. **NO FEE.**

ONE (1) business day required for processing:

Certified photocopy of award Document (in person only) - Bring original graduation document and a photocopy to the ServiceHub (POD150).

The fee for the first letter is \$20. Additional letters are \$5 each. Example: Student requires three 'Proof of Enrolment 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 Appropriate Fax Charge (See below)	\$ _____
TOTAL PAYMENT \$ _____	
Outgoing Fax Charges:	
Ontario	\$10
Rest of Canada	\$15
Outside Canada	\$20

Payment/ Submission method:

By mail: Enclose with form a cheque or money order payable to Ryerson University, or complete the credit card information below.

Mail to: ServiceHub (POD150), 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 the ServiceHub (POD150).

HOLD FOR PICK-UP* at the ServiceHub (POD150). * If picking up letter, please arrive after noon on the last business day.

MAIL TO MY ADDRESS ABOVE

FAX TO (if fax service requested): _____

MAIL TO ALTERNATE ADDRESS: _____

STUDENT SIGNATURE

DATE

<p>VISA MASTERCARD AMEX</p> <p>Card Number: _____</p> <p>Name on Card: _____</p> <p>Expiry Date: Month _____ Year _____</p>	<p>I authorize Ryerson University to charge \$ _____ for the payment of my Letter Request to my VISA/Mastercard/American Express (AMEX) account. I acknowledge that my Letter Request will not be processed in the event of a declined credit card transaction.</p> <p style="text-align: right;">_____ CARDHOLDER SIGNATURE</p> <p style="text-align: right;">_____ RYERSON STUDENT NUMBER</p>
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