

LETTER REQUEST FORM

PERSONAL INFORMATION	
First Name:	Last Name:
Student Number:	Date of Birth (DD/MM/YYYY):
Program Name:	Email Address:

LETTER REQUEST OPTIONS	
<input type="checkbox"/> Letter of Enrolment <input type="checkbox"/> Letter of Enrolment for Immigration Purposes (Study/Work Permit, Visa, Social Insurance Number) <input type="checkbox"/> Letter of Enrolment for Funding Purposes (other than government student loans)	<input type="checkbox"/> Letter of Completion for Post-Graduate Work Permit <input type="checkbox"/> Letter of Invitation for Convocation <input type="checkbox"/> Confirmation of Graduation
<p><i>Please contact Financial Aid & Awards if you require an enrolment letter for government student loans. If you require an enrolment letter for an Internship Work Permit, please contact Student Engagement.</i></p>	

DELIVERY OPTIONS	
<input type="checkbox"/> To be sent by email as a PDF. <input type="checkbox"/> To be picked up from the Registrar's Office. Photo ID must be presented.	<input type="checkbox"/> Fax to: _____ <input type="checkbox"/> Mail to: _____ City: _____ Province: _____ Postal Code: _____
<p>Requests will be processed within 3-5 business days</p>	

PAYMENT AND INSTRUCTIONS
<p>Students will be charged an administrative fee in accordance with the University's approved ancillary fees. Payment can be made by cheque, money order, or credit card (MasterCard, Visa or American Express). To complete your payment please contact the Registrar's Office at 1.800.788.8028 ext. 4862. Royal Roads cannot accept credit card information by email.</p> <p>Submit your completed request form to the Registrar's Office by email registration@royalroads.ca or fax to 250.391.2522.</p>

Student Signature: _____

Date: _____

Note: Signature is not required if sent from your email address currently on file at RRU.