

**Instructions**

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the dropdown menu, then '**Create New Request**'.
3. Attach this form and any supporting documents to your service request.
4. Return to the Service Request page to monitor updates.

Student First Name	Student Family Name
Student ID Number	Email

Degree/Diploma type	Current Year	Program Duration
Please indicate if you have graduated from this program.		Yes      No

Information of the person/organization you would like us to email the PDF letter to:	
Name/Organization	
Address	
City	Province
Country	Postal code
Email	

**Purpose of the letter**

How many letter copies are you requesting? (up to three) \_\_\_\_\_

**Option 1 – Enrolment Letter.** This contains:

- Enrolment details (enrolment terms & status)
- Degree type
- Program name
- Current year

**Option 2 – Study Permit / Extension of Study Permit.** This contains:

- Enrolment details (enrolment terms & status)
- Degree type
- Program name
- Current year
- Expected graduation term\*\*

**Option 3 – Approval to Graduate / Work Permit Application.** This contains:

- Confirmation the student has completed all requirements
- Degree type
- Program name
- Expected conferral date\*\*

**Option 4 – Degree Conferred.** This contains:

- Confirmation the student has graduated
- Degree type
- Program name
- Program duration
- Conferral date

If you are using the letter for immigration purposes, please indicate the date your visa or application expires:

Letter Request Form

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Student's Signature

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Date

**FIPPA Notice**

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