

Registration Confirmation Letters (with or without fee assessments) can be [printed directly from your Student Centre](#) if your account is in good standing. Use this form if you are unable to generate a letter on your student center or if the generated letter is insufficient.

Last Name:	First Name:
UCID Number:	UCalgary E-mail Address:
Name of Graduate Program:	
Degree:	First registration term: (e.g. Fall 2015)

Letter Options For academic years:	Include maximum degree completion date Include fee assessment
Rationale – Please provide reasoning for the request of this letter. 	
Special Request Supporting documentation must be provided for special letter requests (e.g. addressed to a specific recipient, mailed directly to an institution). Notes: 	

NOTE: The Faculty of Graduate Studies requires **3-5 business days** to process this request. You will receive an **email notification** when your Enrolment Verification Letter request has been completed.

<p>Please choose one of the following delivery methods:</p> <p style="margin-left: 40px;">Pickup hardcopy letter at the Faculty of Graduate Studies (ES 1010) – email notification</p> <p style="margin-left: 40px;">Receive PDF copy by email</p> <p style="margin-left: 40px;">Mail letter to specific address (see Special Request section)</p>

Student's signature: _____ Date: _____

You may submit this form in person to FGS, by email to graduate@ucalgary.ca or fax to (403) 289-7635.

<input type="checkbox"/> <i>Approved</i> <i>Initials and date:</i>	<i>Internal use only</i> <input type="checkbox"/> <i>Emailed/Mailed</i> <i>Initials and date:</i>
---	---