

**Office of the Registrar**

3377 Bayview Avenue, Toronto, ON, M2M 3S4

Tel: 416.226.6620 ext.6711 • Fax: 416.226.4210

Email: [registration@tyndale.ca](mailto:registration@tyndale.ca) Webpage: [www.tyndale.ca/registrar](http://www.tyndale.ca/registrar)

- A *Student Status Verification Letter* only verifies that you are registered for the current academic year. The letter is printed on a letterhead and includes the following: your full name, student number, date of birth, current program of study, if you are registered part-time or full-time, and how many credit hours you are registered in for the current academic year.
- If you require a letter that includes information other than, or in addition to what is listed above, please fill out a [Letter Request Form](#).
- Normal processing time is 5-7 business days; **\$10 fee for a RUSH 24-hour request** (cannot be guaranteed during peak seasons).

STUDENT INFORMATION	MAILING/PICK UP INSTRUCTIONS
Name: _____  Student ID: _____  Program: _____  Date of Birth (mm/dd/yyyy): _____  Email: _____  Daytime Phone: _____  <small>*If your mailing address has changed, please see <a href="http://tyndale.ca/registrar/info">tyndale.ca/registrar/info</a></small>	<input type="checkbox"/> I will pick up from the Office of the Registrar. Please contact me when ready.  <input type="checkbox"/> Please fax to: _____  <input type="checkbox"/> Please email to: _____  <input type="checkbox"/> Please mail to address: _____ _____ _____

Special Instructions:

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**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE OF THE REGISTRAR'S USE ONLY**

Date Received:	Hold(s):	Date Completed:
	Approval Signature:	Completed by:
Received by:	Note:	