LETTER REQUEST FORM

Office of the Registrar
3377 Bayview Avenue, Toronto, ON, M2M 3S4
Tel: Phone: 416.226.6620 ext. 6711 • Fax: 416.226.4210
Email: registration@tyndale.ca • Webpage: www.tyndale.ca/registrar

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This form is to request for official statements from the registration office. For a letter verifying that you are registered for the current academic year, please fill out a *Student Status Verification Request Form*. For a letter regarding our accreditation, please find the printed information in our Academic Calendar.

Last Name: _____ First Name: _____

Middle Name: _____ Date of Birth (mm/dd/yyyy): _____

Phone Number (Daytime): _____ Email: _____

Student ID #: _____ Program of Study: _____

PURPOSE OF LETTER:	LETTER WILL STATE:
☐ Immigration – For traveling	Program, progress, full-time status & graduation date
☐ Extension of Study Permit	Program, progress, full-time status & graduation date
☐ Work Permit – Internship/Placement	Program, requirement of work placement for degree
☐ Verify Graduation	Your program and (expected) year of graduation
☐ Verify History	You were a student here and dates attended
☐ Children's Services	Program and course schedule. Specify more information below:
☐ Other: _____	_____

MAILING/PICK UP INSTRUCTIONS:

☐ I will pick up from the Office of the Registrar. Please contact me when ready.

☐ Please mail to address on the right.

☐ Please fax/email to: _____

COMPLETE MAILING ADDRESS:

_____

_____

_____

_____

STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE OF THE REGISTRAR'S USE ONLY:

RECEIVED:

Amount Paid	Processed by:
Payment Rec'd by:	Sent:
Note:	

LETTER PROCESSING TIME & FEE:

- There is a **$10** fee for letter requests (Immigration letters are free)
- Normal processing time is 5-7 business days.
- There is an extra $10 fee for rush service (24-hour processing time). Rush requests cannot be guaranteed during peak seasons.

- - - - - - - - - PAYMENT OPTIONS (DETACHED UPON COMPLETION): - - - - - - - -

☐ Credit Card ☐ Cash ☐ Interac ☐ Money Order

** Personal cheques are not accepted. **VISA/MasterCard Debit cards** can only be processed in person.*

VISA/MasterCard Number: _____

Expiry Date: _____ / _____ CVV: _____

Name on Card: _____