

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:
<input type="checkbox"/> Immigration – For traveling	Program, progress, full-time status & graduation date
<input type="checkbox"/> Extension of Study Permit	Program, progress, full-time status & graduation date
<input type="checkbox"/> Work Permit – Internship/Placement	Program, requirement of work placement for degree
<input type="checkbox"/> Verify Graduation (free for International Students for PGWP application)	Your program and (expected) year of graduation
<input type="checkbox"/> Verify History	You were a student here and dates attended
<input type="checkbox"/> Children’s Services	Program and course schedule. Specify more information below:
<input type="checkbox"/> Other: _____	_____

MAILING INSTRUCTIONS: Person/Department: _____ Email Address: _____	LETTER PROCESSING TIME & FEE: <ul style="list-style-type: none"> ▪ \$10 fee for letter requests (Immigration and permit letters are free for International Students) ▪ 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.
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STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE OF THE REGISTRAR’S USE ONLY:		PAYMENT OPTIONS:						
RECEIVED: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px;">Amount Paid:</td> <td style="width: 50%; padding: 5px;">Processed by:</td> </tr> <tr> <td style="padding: 5px;">Payment Rec’d by:</td> <td style="padding: 5px;">Sent:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Note:</td> </tr> </table>		Amount Paid:	Processed by:	Payment Rec’d by:	Sent:	Note:		<input type="checkbox"/> Pay.Tyndale.ca <ol style="list-style-type: none"> a. Choose “Office of the Registrar” and click “Next”. b. Complete the next page carefully and click “Pay”. Notification will be sent to the Office of the Registrar once the payment is successfully made. <input type="checkbox"/> Online Banking <ol style="list-style-type: none"> a. Add “Tyndale University” as a payee to your “bills” list. If it doesn’t show up search for “Tyndale” and our full name will show up. b. The account number you need to enter will be your Student ID number. The bank requires a nine-digit account number. If your student ID number is only six digits, please add three zeros (000) in front of your student ID number (e.g., 000123456). c. Once payment is made please send a screenshot or proof of payment
Amount Paid:	Processed by:							
Payment Rec’d by:	Sent:							
Note:								