

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 Webpage: 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. The letter is **free of charge**.
- 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

Name: _____ Student ID: _____

Program: _____ Date of Birth (mm/dd/yyyy): _____

Email: _____ Daytime Phone: _____

**If your mailing address has changed, please see tyndale.ca/registrar/info*

MAILING INSTRUCTIONS

Person/Department: _____

Email Address: _____

ADDITIONAL INFORMATION

PAYMENT (**RUSH REQUESTS ONLY**):

Pay.Tyndale.ca

- Choose "Office of the Registrar" and click "Next".
- Complete the next page carefully and click "Pay". Notification will be sent to the Office of the Registrar once the payment is successfully made.

Online Banking

- 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.
- 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).
- Once payment is made please send a screenshot or proof of payment

STUDENT SIGNATURE: _____

DATE: _____

OFFICE OF THE REGISTRAR'S USE ONLY

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