

Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select **'other academics'** and choose **Service Requests** from the dropdown menu, then **'Create New Request'**.
3. Attach this form and any supporting documents to your service request.
4. Return to the Service Request Page to monitor updates.

First Name:

Last Name:

Student ID Number:

Email:

Degree/Diploma type:	Current Year:	Program Duration:
Please indicate if you have graduated from this program	Yes	No

Information of the person/organization you would like us to email the letter to

Name/Organization:

Address:

City:

Province:

Country:

Postal Code:

Email:

Purpose of the letter

How many letter copies are you requesting? (up to three):

Option 1: Enrolment Letter

This contains:

- Enrolment details (enrolment terms & status)
- Degree type
- Program name
- Current Year

Option 2: Study Permit / Extension of Study Permit

This contains:

- Enrolment details (enrolment terms & status)
- Degree type
- Program name
- Current Year
- Expected Graduation term**

Option 3: Study Permit / Extension of Study Permit

This contains:

- Confirmation the student has completed all requirements
- Degree type
- Program name
- Expected conferral date**

Option 4: Degree Conferred

This contains:

- Confirmation the student has graduated
- Degree type
- Program name
- Program duration
- Conferral date

If you are using the letter for immigration purposes, please indicate the date your visa or application expires:

Student Signature

Date

FIPPA Notice

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.