STUDENT MANAGEMENT
Records relating to the management of students within the university

ST42: Document Requests
This is a Personal Information Bank

These records relate to requests by students or former students for documents of various types.

Document requests include requests for transcripts, program confirmation, verification of information, "to whom it may concern" and "teacher evaluation" letters, and requests for duplicate or replacement diplomas. Document requests typically incur a processing fee.

The records include forms, supporting documentation as required for each type of request, and copies of custom letters produced in response to each type of request.

Authority: University of Waterloo Act, 1972
Media: Paper and/or electronic
Related Records: For financial records relating to the collection of processing fees, see FN20: Revenues and Accounts Receivable

Responsible Unit(s): Registrar; Graduate Studies Office
Retention: 1 year
Disposition: Secure Destruction

Version: 1.00
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