



# STUDENT SERVICE CENTRE (THE CENTRE)

## THE CENTRE REPRESENTS THESE DEPARTMENTS:

Registrar's Office, Graduate Studies & Postdoctoral Affairs, Student Awards & Financial Aid, Student Financial Services, and WatCard

## WE HELP STUDENTS NAVIGATE THEIR ADMINISTRATIVE NEEDS INCLUDING:

- WatCard
- Official documents (university letter, transcript, diploma, letter of permission, verification forms including RESP, CPP Declaration of Attendance, degree verification)
- Tuition, OSAP, Financial Aid (late fees, holds, promissory notes, UHIP, StudentCare, health and dental benefits, scholarships, awards, bursaries)
- Registration & Enrolment (course enrolment, course override forms, plan modification forms, petitions, legal name change, residency status update)
- Admissions (requirements, application troubleshooting, application processing, decision timelines)

## CLINICS:

- Social Insurance Numbers: Service Canada visits monthly to issue social insurance numbers. Students can book day-of appointments through Portal or by contacting The Centre.
- Fingerprinting: Students working federal government jobs. Book through Portal or by contacting The Centre.
- Peer Success coaching sessions. Book through Student Success Office website
- Commissioner for Taking Affidavits services. [uwaterloo.ca/the-centre/specialty-appointments](http://uwaterloo.ca/the-centre/specialty-appointments)

## CONSULTATION ROOMS AVAILABLE FOR USE

- Book these rooms through Outlook searching for 'CTR NH'

## CONTACT US:

Email:	<a href="mailto:askthecentre@uwaterloo.ca">askthecentre@uwaterloo.ca</a>
Phone:	519-888-4567, ext. 42268
In Person:	Needles Hall, first floor. Open M-F 8:30-4:30
1:1 appointments:	Private appointments for extra support and attention Book at: <a href="http://uwaterloo.ca/the-centre/specialty-appointments">uwaterloo.ca/the-centre/specialty-appointments</a>

