Date: (YYYY/MM/DD)

Immigration, Refugees and Citizenship Canada (IRCC)

Dear Sir or Madam,  
  
I am including this letter with my PGWP application in order to explain my participation in the English Language for Academic Studies (ELAS) program which was a component of my University of Waterloo degree. The ELAS program is offered to full-time first year undergraduate students admitted to the Faculty of Mathematics who meet the University of Waterloo’s academic admission requirements but not the English language requirements. While in the ELAS program, undergraduate students take 4 English language courses and 1 elective course at Conestoga College - Waterloo campus. In addition, ELAS students also take 1 Mathematics course at the University of Waterloo which can be counted towards their undergraduate degree.

In my case, I took the ELAS program in Fall (year) term. I was only enrolled in 1 Mathematics course at the University of Waterloo during that period (in addition to my 4 English language courses and 1 elective at Conestoga College - Waterloo campus). That is why there is only 1 course listed in my academic transcript for my Fall (year) term. I successfully completed the ELAS program in (month/year) and began full-time degree studies in Mathematics in the following term.

While my transcript reflects a part-time course load at University of Waterloo during this period, I was enrolled in a full-time course load between the 2 institutions and this was a part of my degree requirements.

If you require any further information about my application, please don’t hesitate to contact me by phone at (phone number) or email at (email).  
  
Yours Truly,

(signature of applicant)

(applicant’s typed name)