Proof of Enrolment Request

Instructions and notes:

- Use this form to request a letter(s) confirming your registration details, status, or proof of graduation.
- Complete all sections and submit with payment, in person or by mail, to The Centre (NH, first floor).
  - For payment information, or to order online, visit the Proof of Enrolment Request page.
- Processing time is approximately 1-3 business days.
- Each letter is $10.00.
- Additional charges apply for delivery by courier:
  - Ontario $10
  - Other Canadian provinces or territories $20
  - United States $25
- Additional charges apply for delivery by fax:
  - Within Canada $5
  - United States or international $10

Section A: Student information

University of Waterloo student identification number ____________________________
Last name(s) (while attending) ____________________________________________ First name(s) ____________________________
Email ____________________________ Date of birth (mm/dd/yy) ________________
Academic program/plan/major ____________________________________________ Telephone ____________________________
Student signature ____________________________ Date (mm/dd/yy) ________________

Section B: Information required (select all that apply)

- Verification of current term enrolment
- Include previous term enrolment
- Include length of program
- Include anticipated graduation date:  
  - fall  
  - spring  
  - year __________
- Include “The University of Waterloo is an English speaking institution”
- Degree requirements have been met as per unofficial transcript on Quest (degree has not yet been conferred at convocation)
- Proof of graduation (after degree conferred)
- Invite family/friends to attend convocation
- Intention of future enrolment

Section C: Copies requested and additional notes

Number of copies requested ________________
Additional notes __________________________________________________________________________

Section D: Pickup or delivery instructions (select delivery preference and provide all necessary information)

- Pickup at The Centre (NH, first floor)
- Regular mail to address provided below
- Courier to address provided below (provide buzzer code if required for delivery ________________)
  - Recipient name/company ____________________________________________
  - Street ____________________________________________ City ________________ Province _________
  - Postal Code ____________________________ Country ____________________________ Telephone ________________
- Campus mail (graduate students only) Department ____________________________ Building code __________
- Fax to (number) ____________________________ (Original also sent by regular mail. Provide address above.)
- Email to ____________________________________________ (Original also sent by regular mail. Provide address above.)

Section E: Payment

Requests will not be processed without accompanying payment. See instructions and notes above for payment details.