Proof of Enrolment Request

Instructions and notes:
- Use this form to request a letter(s) confirming your registration details, status, or proof of graduation.
- To submit in person, visit The Centre (NH, first floor). To submit by email, email form to askthecentre@uwaterloo.ca and then call 519-888-4567 ext. 42268 with credit card information. Do not email credit card information; we will be unable to process your order.
- For more payment information and instructions, or to order online, visit the Proof of Enrolment Request page.
- Processing time is approximately 1-3 business days and each letter is $10.00.

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

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

Additional charges apply for delivery by courier:
- Ontario $10
- Other Canadian provinces or territories $20
- United States $25
- International $35

Additional charges apply for delivery by fax:
- Within Canada $5
- United States or international

Requests will not be processed without accompanying payment.