



Letter and Document Verification Request

Drop off the completed form at the Academic Services counter, YH C102, or email a scanned copy to acadservices@glendon.yorku.ca. We will contact you with instructions for payment of a \$25 fee by credit card.

Note: Letter requests take up to 10 business days to be processed. York does not write letters confirming your official name, name change, birth date or address. Check which letter(s) you are requesting.

Student Information		
Student Number	Last Name	First Name
Email Address	Telephone No.	

Details of Request (Fee \$25)		
Confirmation of Academic Activity	Graduation	Confirmation of Student Financial Account Activity
<input type="checkbox"/> I am/was enrolled and registered for: FW 20__ SU 20__ <input type="checkbox"/> I am/was not enrolled or registered for: FW 20__ SU 20__ <input type="checkbox"/> I am eligible to continue my studies <input type="checkbox"/> Language of instruction of courses taken towards degree requirements at York University <input type="checkbox"/> Verified copy of original documents	<input type="checkbox"/> Eligibility to graduate Note: you must have applied to graduate and degree requirements have been audited before this letter can be produced. Unless all grades are available, only a potential letter will be issued. <input type="checkbox"/> Degree Conferral <ul style="list-style-type: none"> <input type="checkbox"/> Identification of transfer credits <input type="checkbox"/> Extraneous credits to the degree Include overall GPA at the point of graduation <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Confirmation of fees for: FW 20__ SU 20__ <ul style="list-style-type: none"> <input type="checkbox"/> Tuition <input type="checkbox"/> Health Care Plans <input type="checkbox"/> Residence <input type="checkbox"/> Meal plan <input type="checkbox"/> Additional fees <input type="checkbox"/> Include confirmation of payments for session <input type="checkbox"/> This letter is required for income tax purposes

Other Request / Additional Information
Please indicate the details of what you require to be written.
In which language would you like your letter to be written? <input type="checkbox"/> English <input type="checkbox"/> French
Do you have a form to be filled out? <input type="checkbox"/> Yes <input type="checkbox"/> No

Pick-up/Delivery and Payment Information			
<input type="checkbox"/> I will pick up my letter(s) <input type="checkbox"/> Email me my letter <input type="checkbox"/> Mail the letter(s) <input type="checkbox"/> Courier the letter(s) (fee: \$35 in Canada, \$50 to the US, \$100 international)	Recipient Name	Company/Institution (if applicable)	
	Street Name and Number	City	
	Province/State	Postal / Zip Code	Country

I authorize the release of this information to the individual, company or institution noted above.

Student's Signature	Date (dd/mm/yy)
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Office Use Only	
Amount paid: _____	Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash Date: _____
Fee received by: _____	Letter status: <input type="checkbox"/> Done _____ (initials) Date: _____