

# Letter Request Form

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 [registrar@msvu.ca](mailto:registrar@msvu.ca)

Please complete the form in full and return to the Registrar's Office. Allow five or more business days for processing.

## Personal Information

_____	_____	_____		
Student ID#	Last Name	First Name(s)		
_____	_____	_____	_____	_____
Apartment/Street	Town/City	Province	Postal Code	
_____	(_____)_____	_____		
Program of Study	Phone Number	Mount Email Address		

## Type of Request

- Confirmation of eligibility to graduate
- Confirmation that graduation has occurred
- Letter for Teacher Certification (reclassification)
- Potential eligibility to graduate (upon completion of current courses)
- Visa Letter (please specify)
  - Extension/Renewal of Permit
  - Temporary Resident Visa
  - Other (please provide details below)
- Other (please provide details of request) \_\_\_\_\_  
\_\_\_\_\_

Number of Copies \_\_\_\_\_

## Destination

- I will pick up this letter
- Email this letter to the following address \_\_\_\_\_
- Mail this letter to the following address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Fax this letter to (charges may apply) (\_\_\_\_\_)\_\_\_\_\_

I, the undersigned, authorize the release of this letter to the individual or entity requested above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature