Letter Request Form

Registrar's Office Halifax NS B3M 2J6 902.457.6117 FAX 902.457.6498
registration@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 enrollment

☐ Confirmation of eligibility to graduate

☐ Confirmation of eligibility to graduate for *Nova Scotia Teacher Certification*. (An official transcript noting eligibility to graduate. Please note that email is **not** a delivery option.)

☐ Confirmation of eligibility to graduate *for Teacher Certification* (for provinces other than Nova Scotia)

☐ Potential eligibility to graduate (upon completion of current courses)

☐ Visa Letter (please specify)
- ❏ Extension/Renewal of Permit
- ❏ Post-graduate Work 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**

Last updated February 16, 2024