



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/Surname	First/Given 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 (*Nova Scotia Teacher Certification*). (An official transcript noting eligibility to graduate. Please note a transcript fee of \$12.00 must be paid prior to being issued. Please note that email is **not** a delivery option for this service.)
- ☐ Confirmation of eligibility to graduate *for Teacher Certification* (for provinces other than Nova Scotia)
- ☐ Potential eligibility to graduate (upon completion of current courses)
- ☐ Other (please provide details of request) _____

Number of Copies _____

Destination:

- ☐ I will pick up this letter
- ☐ Email this letter to the following address _____

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

Date

Student Signature