

THIRD PARTY LETTER REQUEST FORM GRADUATE STUDENTS

Section 1: Complete the following personal information			
Student ID:		Date of birth:	
Last Name, First Name:			
Maiden/other last name on TorontoMet records:			
No. and street address:			
Suite/Apt. No:		City/town:	
Province:		Post code:	
torontomu.ca email address:			
Phone number (daytime):			
Section 2: Enrollment and program information			
Program:	<input type="checkbox"/> FT	<input type="checkbox"/> PT	<input type="checkbox"/> Master's <input type="checkbox"/> PhD
Date of admission:	Date of graduation (if applicable):		
Any other information:			
Section 3: Specify third party letter/service required			
<input type="checkbox"/> a letter to verify completion of your degree requirements for your program, that you have applied to graduate, though you have not yet officially graduated.			
<input type="checkbox"/> Proof of enrollment in current term			
<input type="checkbox"/> Other (please specify):			
Section 4: Method of payment and delivery			
Payment Method: the fee for each letter/service is \$20. Copies are \$5 each. <i>By mail:</i> enclose with form a cheque or money order payable to <i>Toronto Metropolitan University</i> . Mail to: <i>Enrollment Services & Student Fees Office</i> , Toronto Metropolitan University, 350 Victoria St., Toronto, ON, M5B 2K3 <i>In person:</i> (1) bring this form to the Service Hub - POD-150, 350 Victoria Street, to make your payment. (2) Submit the form to your <i>Graduate Program</i> .			
Please prepare:		letters	copies
<input type="checkbox"/> Hold for pick up at program office. Otherwise, your letter will be mailed to the address above.			

STUDENT SIGNATURE:

DATE:

Note: Third Party Letters can take up to 5 business days to process from the date received. This does not include any time required for payment processing or mail delivery