

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.	
By mail: 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	
In person: (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