

**THIRD PARTY LETTER REQUEST FORM
GRADUATE STUDENTS**

Section 1: Complete the following personal information		VALID RECEIPT WITH CASH REGISTER IMPRINT Account No. 1-11-11019-7981		
Student ID:	Date of birth:			
Last Name, First Name:				
Maiden/other last name on TMU 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 with proof of payment (cashier's stamp - top right corner) to your <i>Graduate Program</i> .				
Please prepare: letters at \$20 and include: copies at \$5. Total fee:				
<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