



LETTER/FORM REQUEST

Office of the Registrar

A. Personal Information

Full Name: _____
Last *First* *Student ID*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* _____ *Province* _____ *Postal Code*

Home Phone: () _____ Alternate Phone: () _____
 ❖ Please inform the Office of Registrar of any changes to your contact information

Date of Birth: _____ E-mail Address: _____

Program _____ Full-time Part-time

Current Year of Enrolment: _____ Expected Date of Graduation: _____
 1 2 3 4 June October Year: _____

B. Letter /Form Request

Please Choose ONE of the following:

- Confirmation of Registration** (This letter cannot be used for the Canada Student Loan)
- Verification letter of Graduation**
- Invitation Letter for Family Members** (e.g., attend graduation, visit Canada)
- Confirmation of Enrolment** (Immigration/Visa extension purpose)
- Other (Please Specify)** _____

C. Delivery

- To be **picked up** at the Office of the Registrar (1520 Queen St. East, Sault Ste. Marie, ON, Room SH 312)
- To be **faxed** to: _____
- To be **emailed** to: _____
- To be **mailed** to: _____

Student's Signature _____ **Date:** _____

- ❖ Please do NOT request a letter/form if you are submitting a form for a loan and/or bursary. These forms should be submitted to the Financial Aid and Awards Office. Please contact Ivana Bruni ext. 4219 or Ivana.bruni@algonau.ca
- ❖ There is a **\$5 fee** to process the form(up to 3 copies). Please allow maximum 3 days processing time. The fee can be waived for students who are on OSAP.

Office Use Only				
Payment Methods	<input type="checkbox"/> Visa	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> Cash <input type="checkbox"/> Check
Date:	Amount:	Receipt No:	Initial:	