

Letter of Registration Request

The fee for a Letter of Registration is \$8.00 for the first copy. Each additional copy is \$0.50. The payment must be made at the time of request. Payment can be made by cash, cheque or money order payable to the "University of Toronto" in Canadian funds.

If you have an active UTORid, you may pay for the order by credit card at www.apsc.utoronto.ca/portal. Write the payment confirmation number in the appropriate field below. If you do not have an active UTORid, or wish to pay by cash or cheque, visit the Office of the Registrar.

Letters will not be released to third parties without the prior written authorization of the student. Please note that we do not send letters by fax or e-mail are not responsible for letters lost in the mail. Requests take approximately five days to process. Please allow additional time for mail.

Mr. Ms. Other: Surname: _____ Given name(s): _____

Program of study: _____ Student number: _____

Year of study: ____

Select letter detail(s):

Current Registration	<input type="checkbox"/>	PEY Registration	<input type="checkbox"/>	Have Graduated	<input type="checkbox"/>
Previous Registration	<input type="checkbox"/>	PEY Explanation	<input type="checkbox"/>	Will Graduate	<input type="checkbox"/>
Eligible to Register	<input type="checkbox"/>	Visa / Study Permit	<input type="checkbox"/>	Other (note below)	<input type="checkbox"/>

Special instructions (if any):

Number of additional copies: ____

Payment type:

Pick-up options:

Online
Confirmation number: _____

I will pick up my letter at the Office of the Registrar

In-person in the Office of the Registrar

Mail my letter to the following address :

By mail

Student's signature _____

Date: ____/____/____ (MM/DD/YYYY)

Freedom of Information and Privacy Act: The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.