GRADUATE REQUEST FOR LETTER

If you require a letter for any reason, please complete the following information. **Letter requests may take up to five business days to complete**.
Submit this form through email at grad.studies@uregina.ca

STUDENT INFORMATION

Last or Family Name	First Name	Middle Initial	Title: Mr., Mrs., Ms	U of R Student Number

Current Mailing Address	Date of Birth

City or Town	Province	Postal Code

Have you updated this address on UR self-service? ☐ **Yes**   ☐ **No**   Email:

Program	Major	Route

REQUEST

☐ **Letter for Study Permit Extension**

☐ **Letter for Temporary Resident Visa (TRV)**

☐ **Letter of Completion of Program**

The completion of program letter is formal documentation you have successfully completed all program requirements and are eligible for graduation. Please note: Once issued, you no longer hold student status (e.g. may not work as a student) and no further changes to your application for graduation are permitted.	For us to provide this letter you must have: * No financial or disciplinary proceedings holds * Applied for Graduation via UR Self-Service * All final grades appear on your unofficial transcript * Final thesis/project/practicum/report paperwork received in FGSR

☐ **Visitor Visa for Travel Outside Canada on Official U of R Business ONLY**

Destination	Reason for Travel
Date of Departure	Date of Return

☐ **Certification of Degre Certificate form International Credential**   Note: For Admission purposes only

GS Other Fee (GOTR) assessed:
Charged $20 fee: ☐   Date: _____   Initials: _____

☐ **Other Letter Request**
Please specify the reason for the request:

☐ **Would you like a paper copy to pick up? (We will email you when the letter is ready. Photo ID is required for pick up.)**   OR   ☐ **Would you like an electronic copy by email?**

Please Note:
1. **Invitation letters for guests of International Students**:
   Please visit http://www.uregina.ca/international/current/services/invitation-letter-form.html to request the letter from UR International.

COMPLETED (FGSR USE ONLY)

Completed: ☐ Yes ☐ No*	Date:	Initials:	
*Reason:			