



LETTER OF CONFIRMATION REQUEST FORM

Please note:

1. **Before you submit your request:**
 - If you are unsure if the **Letter of Confirmation** is the letter you are looking for, please email undergrad.kpe@utoronto.ca and provide details on what you are requesting and for what purposes (e.g. bank request, insurance).
 - Please make sure you have both the completed Request Form and proof of payment.
2. **Payment**
Visit the **Athletic Centre Customer and Membership Services Main Office** (55 Harbord St.) and clearly mention you are paying for a "**Letter of Confirmation (\$7.00)**" in accordance with your request. You will automatically receive proof of payment to the email tied to your account. If it doesn't arrive right away, check your SPAM folder. If you have any questions, contact the [KPE Office of the Registrar](#) before submitting your request.
3. **Fill out this form and name the form** as FirstName LastName student id number LOC form.pdf (example: "John Smith 1001231234 LOC form.pdf")
4. **Submit both the completed request form and proof of payment via the [online submission site](#).** Please do not fax or mail in forms.
5. The **PDF letter** will be sent to your student email address (UTmail+) within **two (2) business days after receiving proof of payment**. If you would like a hard copy letter, please indicate it below. You will be notified once the letter is ready for pick-up.

Section A: Student Information

Student's Name: _____ Student Number: _____
 Email (UTmail+): _____ Phone number: _____

Section B: Letter of Confirmation

Purpose of Letter: _____ Date required: _____
 (allow 2 business days)

List the required information that needs to be confirmed
 (e.g. full-time attendance status, year of study, period of study, graduation date, etc.)

Would you like to pick up the completed letter (a hard copy letter)? Yes No

SUBMISSION:

Completed form and receipt should be submitted via the [online submission site](#). Please do not fax or mail in forms.

Signature: _____ Date: _____

Notice of Collection – Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administrating the services listed on this form. At all times it will be protected in accordance with the Freedom of Information and Protection Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-5835, room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1

FOR OFFICE USE

Date Received: _____ Approved by: _____