



REQUEST FORM

I would like to request:

- Letter of confirmation (\$7.00 processing fee):** *Fill out Section A and B.*
- Letter of Permission** to take an academic course(s) at an external institution (\$32.00 processing fee): *Fill out Section A and C.*

Please note:

- The **PDF letter** will be sent to your student email address (UTmail+) within **48 business hours**.
If you would like to a hard copy letter, please indicate it below.
- The **processing fee** will be charged to you via your [sports and rec account](#). You will be notified about the charge via email and will be able to make payment using a credit card.

Section A: Student Information

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

Section B: Letter of Confirmation

Purpose of Letter:	
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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: Letter of Permission to take an academic course(s) at an external institution

You must submit the following information before your request can be processed.

Institution/Location:		Contact Person:	
Course Title:		Course Number:	
Period of Study:		Course Time:	
Attach full course description:	Copy attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SUBMISSION:

All completed forms should be submitted to 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 administering 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: _____