



Confirmation of Enrolment/Attendance

Enrolment Services

Please complete this form if you require confirmation that you are enrolled as a student for the release of educational funds (e.g., RESPs), a student line of credit, a parent's/spouse's health insurance plan, or a parent's/spouse's workplace scholarship. Do not use for OSAP purposes.

Students must be registered for courses before enrolment information can be provided.
Students registered for 0.50 to 1.50 credits at the time of the request for confirmation are considered part time.

Completed form may be faxed to Enrolment Services, Fax#: 519-766-0143
OR Scanned and emailed to es@uoguelph.ca

Student ID Number: _____

Last Name: _____

First Name: _____

- I am a current **Undergraduate student** requiring a **Confirmation of Enrolment letter**
- I am a current **Graduate student** (Master's or PhD) requiring a **Confirmation of Enrolment letter**
- I am a current **Graduate student** (Master's or PhD) requiring a **Confirmation of Program Completion letter**

***Processing Time: 3 business days** (except for the months of January, August, and September, when processing time is 5 business days)

- I will pick up the letter
- Mail the letter to the following address. Please include the recipient's name.

We do not fax or email these documents.

Student's Signature

Date

For Office Use Only:

Date of receipt

Received by: