

DOCUMENT REQUEST FORM



Surname		Given Name	
Student Number		Date of birth	
Telephone		Email	
Special instructions:			

Please specify the number of copies as well as your language preference for your document(s):

Document type	Number of copies	Preferred language (E/F)
Certificate Request (\$36.00) This is NOT a request to graduate		
Confirmation of enrollment (\$10.30) This letter is for immigration purposes.		
GPA conversion letter (\$20.00)		
Letter of eligibility to graduate (\$16.50)		
Letter of courses over-and-above degree requirements (\$13.40)		
Letter of intent to return to full-time studies (\$20.00)		
Other (please specify):		

Payment is due upon submission. Please make your payment by online banking by adding Laurentian University as a bill payment and using your 7 digit student number as your reference number (0123456). If payment is not received, or if a student's account is past due, the request will not be processed.

Delivery method

Pick-up	Mail (please indicate mailing address in the special instructions section if required)
Priority post mail - Ontario & Québec (\$7.20)	Priority post mail - Canada & other (\$16.50)
Express international (\$51.50)	Laurentian email address

Please allow up to 10 days to process this request. This does not include mailing time. Please note that you can now order your transcripts electronically on our website and via LUNET (for staff and faculty).

Student signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date form received _____	Processed by _____
Date completed _____	Signature _____