



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 (\$39.00) This is NOT a request to graduate		
Confirmation of enrollment (\$15.00) This letter is for immigration purposes. <input type="checkbox"/>		
GPA conversion letter (\$22.00)		
Letter of eligibility to graduate (\$19.00) This letter is for immigration purposes. Completion letter for the Post-Graduation Work Permit (PGWP) application. (may be requested after you have completed your courses or after you have successfully defended your thesis)		
Letter of courses over-and-above degree requirements (\$15.00)		
Letter of intent to return to full-time studies (\$22.00)		
Other (please specify):		

Delivery method

<input type="checkbox"/>	Pick-up	<input type="checkbox"/>	Mail (please indicate mailing address in the special instructions section if required)
<input type="checkbox"/>	Priority post mail - Ontario & Québec (\$8.00)	<input type="checkbox"/>	Priority post mail - Canada & other (\$19.00)
<input type="checkbox"/>	Express international (\$56.00)	<input type="checkbox"/>	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. 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 (0#####). If payment is not received, or if a student's account is past due, the request will not be processed.

Student signature: _____ **Date:** _____