Given Name and Surname		Student number	
Given Name and Surname		Student number	
uOttawa e-mail		Program of study	
Telephone		Year of study	

IMPORTANT :
If the information requested can be provided on your official transcript, please contact InfoService to have your official transcript sent to your third party.

All requested letters prepared by the Student Services Centre will/must be sent directly to the addressee. Therefore, it is important that you include the full name of the organization/addressee, its mailing address and/or e-mail address, as well as the name of the contact person to whom the letter must be sent. Without this information, no letter will be done or mailed.

Please tick the corresponding box

☐ Letter attesting that I have completed the requirements of my program of studies.

☐ Letter attesting that I will have completed the requirements of my program of studies at the end of this term/ year.

☐ Letter attesting that have expressed an interest in registering at the Telfer School of Management for the next academic year _____ (term, year).

☐ Letter attesting that I have been granted specific advanced standings/transfer credits.

☐ Letter attesting my alphanumeric final grades.

Full Name ☐ Mrs.
           ☐ Mr.

Organization

Full address:

E-mail

Letter ☐ French   ☐ English

(depending on the number of requests for letters of attestation, please note that it may take up to two weeks for our office to mail your letter)

If you have an amount owing on your University of Ottawa account (this could include anything from a library fine to tuition fees), you will not be able to participate in the graduation ceremony nor will you receive letters of attestation, transcripts, and statements of studies, statements of degrees conferred, certificates or diplomas.

Date : _____   Signature : _____

☐ Financial Account verified (For faculty use)