



Request for a Letter

A letter may be requested for various purposes, including proof of enrolment, visa/study permits, banks, employers and RESPs. If you are currently registered, you can [generate your own confirmation of enrolment letter](#) instantly using ACORN. If you need a more detailed letter, you can request one through our office. We will prepare it within two to three business days, although it may take slightly longer during peak periods. Return completed forms to our office by email at registrar.innis@utoronto.ca or in person to 2 Sussex Avenue (we are located on the main floor).

Student information

Last name: _____ First name: _____

Student number: _____

Email: _____@mail.utoronto.ca Current telephone number: _____

Letter requirement(s)

Current registration status (full-time/part-time, degree & year of study)

Confirm past registration status – specify session(s) and year(s): _____

Expected graduation date – specify June or November: _____

Other (complete special instructions below)

Special instructions (if any)

Delivery method (choose one)

Emailed to UTmail+ account

Pick up at Registrar’s Office

Pickup at Registrar’s Office by third party – full name: _____

(Note: all third parties must present photo ID which matches the above name)

Authorization

Signature: _____

Date: _____

Freedom of Information and Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. [...] At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to <https://governingcouncil.utoronto.ca/privacy> or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.