

Letter Request Form

University of Toronto undergraduate students can generate a FREE Confirmation of Enrolment letter through ACORN. Please review this option before requesting a Confirmation of Enrolment Letter.

An \$8.00 processing fee is associated with this customized letter payable through your Daniels account under the ORSS Services "Confirmation of Enrolment" tab or in person by credit/debit card at the Daniels Office of the Registrar and Student Services during open hours.

To be completed by the student:

Surname: _____ Given Name: _____

Student #: _____ Phone #: _____

UofT Email: _____@mail.utoronto.ca

Number of copies requested: _____ Pick up Email/PDF* Both*

**A PDF of the letter will ONLY be sent to your official University of Toronto e-mail address.*

Indicate which session you need to have confirmed*:

Fall/Spring (September to April) Summer (May to August)

Indicate your letter type:

- Confirmation of Enrolment (includes academic session start date, end date, year of study, full/part time status, degree program)
- Intent to Graduate (you have requested to graduate as per completed courses in Degree Explorer)
- Eligible to Graduate (you have completed the requirements and have included your Degree Explorer confirmation)
- Degree Confirmation (you have conferred)

I hereby authorize the University of Toronto to release the above information.

Student Signature

Date

2024 V1

**Please note that we cannot confirm your registration in a session that you have not yet registered in . Once you have enrolled in courses, and have paid the minimum registration fee, you will be considered registered and we can provide you with the appropriate confirmation.*

Please submit this form to registrar@daniels.utoronto.ca. Depending on the volume of incoming requests, processing may take up to 5 - 10 business days.

Office of the Registrar
and Student Services
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Toronto, ON M5S 2J5
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+1 416 946 3897