

# Request for Confirmation of Enrolment

Please allow ten (10) to twelve (12) business days for the letter(s) and form(s) to be processed.  
A fee of \$8.00 per letter and/or form is required and must be paid at the time the letter and/or form is requested.  
Payment can be made in cash at the Office of the Registrar and Student Services, or by certified cheque or money order payable to the University of Toronto.

## Section I: 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 or form will ONLY be sent to your official University of Toronto e-mail address.*

Indicate which session you need to have confirmed\*\*:  
 Fall/Spring (September-April)  Summer (May-August)  
*\*\*Note that you cannot request a Confirmation of Enrolment form or letter for a session in which you intend to register in the future.*

**Option 1 – Confirmation of Enrolment FORM**

Confirmation of Enrolment Form (Includes)

- Academic session start date
- Year of study
- Full-time/part-time status
- Degree program
- Student number
- Address

**Option 2 – Confirmation of Enrolment LETTER** (includes academic session start date, year of study, full-time/part-time status, and degree program)

Additional Information (optional)

- Estimated date of graduation (month/year) based on academic progress thus far.
- Fees charged for current academic session:
  - Tuition fees only
  - Tuition and residence fees, if relevant
    - listed separately
    - listed as lump sum
- Amount of fees paid for current academic session
- Other (specify): \_\_\_\_\_

Graduation Requirements met.

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

\_\_\_\_\_  
Student Signature Date

## Section II: To be completed by the John H. Daniels Faculty of Architecture, Landscape, and Design

Payment received:  Yes  No Initials: \_\_\_\_\_

Date picked up by student: \_\_\_\_\_