

## Request for Confirmation of Enrolment Letter

University of Toronto undergraduate students can generate a Confirmation of Enrolment form through ACORN. Please review this option before requesting a Confirmation of Enrolment Letter. Please allow up to ten (10) to twelve (12) business days for the letter(s) to be processed. A fee of \$8.00 per letter is required and must be paid at the time the letter 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 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 letter for a session in which you intend to register in the future*

**Confirmation of Enrolment Contents** (includes academic session start date, end 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.
- Graduation Requirements met.
- 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): \_\_\_\_\_

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: \_\_\_\_\_

Office of the Registrar  
and Student Services  
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Toronto, ON M5S 2J5  
Canada  
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