Letter Requests for Graduate Students

Third-party letters are prepared by the Faculty of Graduate and Postdoctoral Studies for all Laurier graduate students. Letters can only attest to existing facts of information; they cannot contain conditional statements.

The fee is $16.25 per letter. Please complete the form and email it to fgps@wlu.ca.

**\*\*Letter requests will be handled in the order received,**

**with an estimated fulfillment time of 10-15 business days. \*\***

# Part 1: Student Details

To be completed by the student.

First name:

Last name:

WLU ID: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

WLU Email:      @mylaurier.ca

Program (e.g. MSc Geography):

Personal Email (optional):

Preferred pronouns (optional):

Daytime phone number:

# Part 2: Letter Contents Request

To be completed by the student.

## Declaration

[ ]  I request the following information be included in a letter from Wilfrid Laurier University. I direct the Faculty of Graduate and Postdoctoral Studies to release this information, recognizing that such a release may abrogate certain of my rights to privacy as set out in federal, provincial and municipal statues

What information do you want included in the body of the letter?

[ ]  Current program of registration

[ ]  Number of courses you have completed to date

[ ]  Number of terms you have completed to date

[ ]  Degrees you have received from Laurier in the past

[ ]  Financial account standing (e.g. zero balance)

[ ]  Funding package details

[ ]  Program requirements have been completed, degree not yet conferred

**Please share any specific details you'd like to be included in the letter. In certain cases, we may need to contact your faculty for confirmation, and this process may take a few days. Your cooperation in providing comprehensive information is greatly appreciated.**

**Please note: letters are sent via PDF to the email address from which the request was sent from, but if you require a hard copy of your letter to be sent to an employer or governing body, please complete the fields below:**

Mailing address on envelope:

**Contact name:**

**Company/Institution name:**

Street address:       City:

Province/State:       Country:

Postal Code:

Additional mailing details:

If there is no contact name, the letter will be addressed “to whom it may concern”.

## If you require a letter for employer reimbursement, please complete the following:

|  |
| --- |
| **<term> Registration and Tuition** |
| **Description** | **Grade** | **Amount** |
| <course code> |  | $ |
| <course code> |  | $ |
| Total: |  | $ |

## Acknowledgment

[ ]  I certify that I have read all requirements necessary prior to filing out a request. I acknowledge that the fee of $16.25 must be received prior to the letter being prepared. I confirm that the above information is accurate.

Part 3: Payment Information

To be completed by the student.

Please note that Service Laurier cannot process payments during this time, therefore payments must be received through online banking.

To make the payment for your letter through online banking:

* Add WLU as a payee
* Make the payment through your bank using your WLU student number as the account number.
* Take a screenshot of the transfer once completed and attach below.

For more information on online payment set-up, visit our [Payments webpage.](https://students.wlu.ca/registration-and-finances/tuition-and-fees/payments/index.html)

# Notice of Collection of Private Information

Wilfrid Laurier University collects personal information under the authority of the Wilfrid Laurier University Act. Personal information collected by any part of the University may be used or disclosed by other units in order to execute the various functions of the University and to administer the various relations between the University and its students, alumni, employees, clients, suppliers, partners, and others. If you have questions about the policy, visit the [Privacy and Access](https://www.wlu.ca/about/public-accountability/privacy/index.html) at Laurier page.