

STUDENT INFORMATION (please print)	
WLUID # (if known):	Date of Birth: DD / MM / YY
Last Name: (at most recent registration)	First Name:
Address:	
City:	Province: Postal Code:
Phone:	E-mail (Current Students Must Use "MyLaurier") **.
Are you on a reduced course load according to an accommodation plan developed by the ALC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Signature:	Date: DD / MM / YY

IMPORTANT NOTES	
Cost: \$16.25 (up to 5 copies standard mailing incl.)	
Requests are processed in receipt order, 4 business days up to 7 business days during peak times	
Letters are prepared only if there are no HOLDS on student record (check LORIS)	
Courier charges:	\$10 Ontario \$18 Rest of Canada \$27 USA \$33 International
* Courier: Recipient phone # must be included for couriers. Email required to receive tracking information for courier	
** Email: Laurier will only email to an institution/organization	

This information is collected under the authority of the Wilfrid Laurier University Act to administer the university-student relationship. This includes but is not limited to maintaining your academic and ancillary records, contacting you, and others on your behalf, and releasing such information as is appropriate for the operation of the university. Consult the Privacy Coordinator's webpage at www.wlu.ca/privacy for potential uses of your personal information. Privacy questions may be directed to privacy@wlu.ca.

REQUESTED INFORMATION:
<input type="checkbox"/> Verification of current enrolment, <input type="checkbox"/> including co-op work terms (if applicable)
<input type="checkbox"/> Verification of past enrolment from _____ to _____ mm/yy mm/yy
<input type="checkbox"/> Degree requirements completed – degree conferred/proof of graduation (Convocation date was _____) mm/yy
<input type="checkbox"/> Degree requirements have been met, but degree has not yet been conferred at convocation (expected in: spring / fall – circle one) Note: students must have already applied to graduated & Official/Unofficial grades must be showing on Loris
<input type="checkbox"/> Anticipate meeting all degree requirements following the _____ term (note: this option is available to final year / final term students only) Note: students must have already applied to graduated.
<input type="checkbox"/> A letter stating the following:

SEND LETTERS TO:			
Quantity: <input type="text"/> (Maximum of 5)	Attention (Person/Dept.)		Institution/Organization
<input type="checkbox"/> Standard Mail (no charge) <input type="checkbox"/> Email PDF** ** Email PDF: Laurier will only email to an institution/ organization	Street Address		City
<input type="checkbox"/> Courier:* Recipient PH: _____ - _____ - _____ Email for Tracking:	Province/State	Postal Code	Country

PAYMENT INFORMATION (mail/courier orders only):		OFFICE USE ONLY:	
Credit Card Type (Visa, MC, Amex):	Expiry Date (MM/YY):	Total Amount Received: \$	
Credit Card Number:	Cardholder Name:	Payment Method: <input type="checkbox"/> Debit <input type="checkbox"/> Credit	
Signature:			

For **mailed** orders, send to:

Waterloo students: Service Laurier Waterloo
75 University Ave. W.,
Waterloo, ON N2L3C5
Tel: 519.884.0710 x.2800
Email: service@wlu.ca

Brantford students: Service Laurier Brantford
73 George St., Brantford, ON, N3T2Y3
Fax: 519.756.0379
Tel: 519.756.8228 x.5885
Email: service@wlu.ca