

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	
<b>Student Signature:</b>	<b>Date:</b> DD / MM / YY

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

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](http://www.wlu.ca/privacy) for potential uses of your personal information. Privacy questions may be directed to [privacy@wlu.ca](mailto:privacy@wlu.ca).

**STEP 1:** Complete course registration for the term needing enrolment verification (you must be registered in classes to verify your enrolment)

**STEP 2:** Complete the appropriate sections of your outside agency form (ie. RESP, CPP, etc.). Do not complete the section intended for the Registrar's Office.

Indicate the enrolment period you want verified:

- Current academic year
- Previous academic year: 20\_\_\_\_ to 20\_\_\_\_
- Other academic period: \_\_\_\_\_ (ie. a single term)

**STEP 3:** Complete this request form, providing the organization name(s) in the section below for each form required

**STEP 4:** Submit the outside agency form along with this document by email, mail, or in-person to Service Laurier:

**Waterloo students**

Service Laurier Waterloo  
75 University Ave. W., Waterloo, ON N2L3C5  
In-person: Schlegel Building SB 102  
Email: [servicelaurier@wlu.ca](mailto:servicelaurier@wlu.ca)

**Brantford students**

Service Laurier Brantford  
73 George St., Brantford, ON N3T2Y3  
In-person: Grand River Hall, 2<sup>nd</sup> floor  
Fax: 519.756.0379  
Email: [servicelaurier@wlu.ca](mailto:servicelaurier@wlu.ca)

**NOTE:** CPP forms are completed at no cost. CPP forms for current academic year are processed after the first day of classes.

SEND COMPLETED FORM TO:			
<input type="checkbox"/> Standard Mail (no charge)	<input type="checkbox"/> mail to return address on agency form	Organization name (required if mailing)	
<input type="checkbox"/> Email PDF** ** Email PDF: Laurier will only email to an institution/organization	<input type="checkbox"/> mail to the following address:		
<input type="checkbox"/> Courier:* Recipient PH: ____ - ____ - ____	Street Address	City	
Email for Tracking: _____	Province/State	Postal Code	Country

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