

DEPARTMENT OF CIVIL ENGINEERING

REQUEST FOR SPECIAL LETTER

Please complete this form and email to the Department Administrative Secretary. Please allow at least one week for processing.

Student Name: _____ Student Number: _____

Email Address: _____ Date: _____

Complete mailing address where you are going to send the letter:

Please indicate why you need the letter (for what purpose):

Please indicate in the letter the following information (place an "X" beside information which needs to be in the letter)

_____ That I am a registered full-time student

_____ Funding information for the current academic year

_____ Other (please indicate below)

For Departmental Use Only Completed: _____