

Request for Letter of Verification

Staff/Faculty/Students/Post-Docs/Research Associates

Use this form if you require a verification letter from the department for:

- Visa applications and extensions
- Salary verification for mortgages, rental agreements, credit cards
- Request of confirmation from other institutions

PLEASE PRINT CLEARLY

Name: _____ Student Number: _____

Email: _____

Master's Ph.D. Research Post Doc Fellow

Start Date: _____ Completion Date: _____

Overtime date if applicable (requires confirmation from supervisor): _____

Supervisor: _____

Reason for request: _____

Letter to include salary: (based on academic year) Yes ____ No ____

Who is the letter addressed to?

Name/Company/Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Other pertinent information required: _____

Signature: _____ Date: _____

Please allow 2 business days for processing. An email will be sent upon completion.

OFFICE USE:

Completion Date: _____