



GRADUATE REQUEST FOR LETTER

If you require a letter for any reason, please complete the following information. **Please note letter requests may take up to one work week to complete.**

STUDENT INFORMATION

Last or Family Name	First Name	Middle Initial	Uof R Student Number
Current Mailing Address:			
City or Town	Province	Postal Code	
Have you updated this address on UR self-service?	Yes	No	Email:
Program:	Major:	Route:	

REQUEST

Letter for Study Permit Extension

Letter for Temporary Resident Visa (TRV)

Letter of Completion of Program

In order for us to provide this letter:

- *All final grades must be submitted and viewed on transcript
- *Thesis based students: Final corrected copies must be submitted and library approval must be received

Visitor Visa for Travel Outside Canada on Official U of R Business ONLY

Destination	Reason for Travel
Date of departure	Date of Return

Certification of Degree Certificate

GS Other Fee (GOTR) assessed:
Charged \$20 fee: Yes

Date: _____

Initials: _____

Other Letter Request

Please Specify the Reason of the Request

Would you like a paper copy to pick up? (An email will be sent when the letter is ready to be picked up. Photo ID is required for pick up.

OR

Would you like a scanned copy by email?

Please Note:

1. **Invitation letters for guests of International Students:** Please visit <http://www.uregina.ca/international/current/services/invitation-letter-form.html> and pick up the letter from UR International.

COMPLETED (FGSR USE ONLY)

Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No*	Date:	Initials:	
*Reason:			

Revised November 21, 2017