



## GRADUATE REQUEST FOR LETTER

If you require a letter for any reason, please complete the following information. **Letter requests may take up to five business days to complete.**  
Submit this form through email to [grad.studies@uregina.ca](mailto:grad.studies@uregina.ca). Requests for a Letter of Completion can be sent directly to [grad.defense@uregina.ca](mailto:grad.defense@uregina.ca).

### STUDENT INFORMATION

Last or Family Name	First Name	Middle Initial	Title: Mr., Mrs., Ms	U of R Student Number
Current Mailing Address				Date of Birth
City or Town	Province			Postal Code
Have you updated this address on UR self-service? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email:		
Program	Major			Route

### REQUEST

- ☐ **Letter for Study Permit Extension**
- ☐ **Letter of Completion of Program** (send directly to [grad.defense@uregina.ca](mailto:grad.defense@uregina.ca))

The completion of program letter is formal documentation you have successfully completed all program requirements and are eligible for graduation.  
Please note: Once issued, you no longer hold student status (e.g. may not work as a student) and no further changes to your application for graduation are permitted.

For us to provide this letter you must have:

- \* No financial or disciplinary proceedings holds
- \* Applied for Graduation via UR Self-Service
- \* All final grades appear on your unofficial transcript
- \* Final thesis/project/practicum/report paperwork received in FGSR

- ☐ **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 from International Credential** Note: For admission purposes only

GS Other Fee (GOTR) assessed:

Charged \$20 fee: ☐

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

- ☐ **Other Letter Request**

Please specify the reason for the request:

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- ☐ **Would you like a paper copy to pick up?** OR ☐ **Would you like an electronic copy by email?**  
(We will email you when the letter is ready. Photo ID is required for pick up.)

#### Please Note:

1. **Invitation letters for guests of International Students:**

Please visit <http://www.uregina.ca/international/current/services/invitation-letter-form.html> to request the letter from UR International.

### COMPLETED (FGSR USE ONLY)

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