

CONFIRMATION OF ENROLMENT FORM

Please note: The Registrar's Office requires **3-5 business days** to process this request after receiving payment.

SECTION 1: To be completed by the student	
STUDENT INFORMATION	
Student ID #	0 0 0 0
Last Name	First Name
Phone	StMU Email
ENROLMENT LETTER REQUEST TYPE	
Option 1: <input type="radio"/> I require a confirmation of enrolment letter indicating my registration: From Term (ex. Fall 2023): _____ To Term (ex. Winter 2024): _____ Include tuition/fee costs: Yes <input type="radio"/> No <input type="radio"/> Number of copies (\$10 each): _____	Option 2: <input type="radio"/> I require a confirmation of the completion of my degree: Number of copies (no charge): _____
DELIVERY METHOD	
<input type="radio"/> Pick up (You will receive an email and/or phone call when letter is ready. Photo ID is required for pickup.) <input type="radio"/> Fax to: _____ <input type="radio"/> Email to: _____ <input type="radio"/> Mail to: Name of Institution/Individual/Agency: _____ Address: _____ City: _____ Province/State: _____ Postal Code/Zip Code: _____	
PAYMENT METHOD	
<input type="radio"/> Online banking (preferred)	<input type="radio"/> Credit card payment on My.StMU . Please note, credit card payments are automatically charged an additional 3% processing fee.

Declaration:

- I understand that letters will not be processed until all financial obligations to St. Mary's University have been met.
- I understand that St. Mary's University will not be held responsible for letters lost, delayed or arriving late when sent by mail.
- I hereby authorize St. Mary's University to release letters of my academic record to the individuals and organizations indicated on this form.

Student Signature _____ Date _____

SECTION 2: To be completed by the Enrolment Services Officer		
Date Received:	Date Completed:	Staff Initials:

Privacy Statement:

This form gives St. Mary's University permission to release the specified information requested by the student. St. Mary's University cannot be held responsible for how this information is used, disclosed or protected by the designated recipient. If you have any questions about Alberta's Personal Information Protection Act and St. Mary's University Privacy Policy, contact the Privacy Officer at 403.254.3132 or privacy@stmu.ca.
Revised August 2023