



Graduate Student Letter Request

Please Note: This form will not be processed for students who have outstanding fees.

Student Information:

Student Number:	Given Name:	Family Name:
Mailing Address:		
City:	Province:	
Postal Code:	Country:	
E-mail:	Date of Birth:	
Degree (ex. PhD, MA):	Program:	
<i>Only required for enrollment letters - Anticipated program end date:</i>		
<i>Only required for enrollment letters - Supervisor's signature (approval of program end date):</i>		

Letter Information

Please indicate which type of letter you are requesting

Basic enrollment letter

Includes:

- *Student information*
- *UBC's DLI number*
- *Full or part-time status*
- *Degree & program information*
- *College of Graduate Studies signature & contact information*
- *Terms & dates of registration*
- *Program start date*
- *Approximate length of program*
- *Anticipated end date*

Detailed enrollment letter

Includes:

- *All elements of the basic enrollment letter*
- *College of Graduate Studies awards for the current academic year*
- *Estimated annual student fees*
- *Estimated minimum annual cost of living for a single person*
- *Annual tuition fees*



Letter to apply for post-graduation work permit (PGWP)

Includes:

- *Student information*
- *UBC's DLI number*
- *Full or part-time status*
- *Degree & program information*
- *College of Graduate Studies signature & contact information*
- *Terms & dates of registration*
- *Program start date*
- *Program completion date*
- *Anticipated month and year of degree conferral*

Program completion letter

Includes:

- *Student information*
- *Anticipated month and year of degree conferral*
- *College of Graduate Studies signature & contact information*
- *Degree & program information*
- *Program completion date*

Please note that standard enrollment letters & completion letters are available through the Student Service Centre (SSC).

Please indicate whether you wish to pick up the letter from the College of Graduate Studies office when ready or indicate to which address it should be mailed:

Pick up at the College of Graduate Studies Office. We will contact you by email when the letter is ready.

Mail the letter to the above address.

Mail the letter to the following address:

Mailing Address:	
Mailing Address:	
City:	Province:
Postal Code:	Country:

Student Signature

Name (please print)

Date Request Submitted