

REQUEST FOR ATTESTATION OF STUDIES

• Allow at least 5 business days for the preparation of the letter. During the registration period, the delay can be up to 10 business days.

SURNAME		GIVEN NAMES		STUDENT NUMBER
MAILING ADDRESS				POSTAL CODE
AREA CODE & TEL. NO.	E-MAIL			@uOttawa.ca
PROGRAM (PRESENTLY REGISTERED) INCLUDING MINOR IF APPLICABLE				
THE LANGUAGE IN WHICH THE LETTER SHOULD BE WRITTEN: <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH				

NOTE: You must contact InfoService if you wish to obtain the following documents:

- OFFICIAL TRANSCRIPT
- CONFIRMATION OF STATUS (FULL-TIME OR PART-TIME)
- CONFIRMATION OF PROGRAM OF STUDIES
- CONFIRMATION OF THE YEAR IN WHICH YOU ARE REGISTERED
- STATEMENT OF DEGREE CONFERRED

I would like the letter of attestation to confirm the following:

- THAT I HAVE COMPLETED THE REQUIREMENTS OF MY PROGRAM
- THE NUMBER OF CREDITS COMPLETED AS OF _____
- INTERNATIONAL EXCHANGE
- OTHER : _____

I would like the letter of attestation sent:

- TO THE ABOVE ADDRESS
- I WILL PICK IT UP
- TO THE FOLLOWING ADDRESS:

NAME	
ADDRESS	POSTAL CODE

I understand that at all times my personal information will be protected in accordance with the freedom of information and protection of privacy act.

FOR FACULTY USE ONLY	
4 A E C	LETTER SENT ON: _____