



**UNIVERSITY OF TORONTO
INNIS COLLEGE**

Request for a Letter

Requests may take up to five business days to process. Return completed forms to our office, located at 2 Sussex Avenue on the main floor, or send by email to registrar.innis@utoronto.ca.

Student information (please print legibly)

Last name: _____

First name: _____

Student number: _____

Telephone number (e.g., cell phone) _____

Letter purpose

- Study Permit/Visa (will include the University of Toronto's Designated Learning Institution [DLI] number)
- RESP/Insurance
- Other (complete special instructions below)

Letter requirement(s)

- Current registration status (full-time/part-time, degree & year of study)
- Expected graduation date
- Other (complete special instructions below)

Special instructions (if any)

Pick-up options (choose one)

- I would like my letter emailed to my UTMail+ account (I confirm it is currently listed on ACORN)
- I will pick up my letter at the Office of the Registrar, located at 2 Sussex Avenue
- I would like a third party to pick up my letter at the Office of the Registrar, located at 2 Sussex Avenue. I understand that the third party must provide photo identification matching the name I provide. The full name of the third party is: _____

Authorization

Student's signature: _____

Date: ____/____/____ (MM/DD/YYYY)

Freedom of Information and Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.