

Request for Proof of Enrolment

PLEASE READ THIS PRIOR TO PLACING YOUR REQUEST

- Students who require confirmation of their current registration status at Nipissing University may obtain a signed Proof of Enrolment letter free of charge via WebAdvisor.
- The cost of each custom letter or form is \$15. This includes the cost of regular postal mail. Additional fees for expediting requests are listed below. Payment is required prior to the request being processed.
- All requests, including duplicate requests, are not refundable.
- Requests are typically processed within 2-3 business days, or 5-6 business days during high-volume periods, such as end of term and convocation.
- Outstanding fees will prevent release of documentation.

OPTIONAL ADDITIONAL MAILING CHARGES

Courier Charges

\$8 to Ontario
 \$20 to other Canadian Provinces
 \$30 anywhere in the United States
 \$50 to all other countries

Fax/Email Charges

\$4 per fax/email

STUDENT INFORMATION

Student ID: _____ Birthdate: _____ / _____ / _____
(Not mandatory if date of birth provided) Month Day Year

Last Name: _____

First Name: _____ Middle Name: _____

Former Name(s) (if applicable): _____

Email: _____

Current Address: _____

Contact Telephone: _____

Student Signature: _____

DOCUMENTS REQUIRED

TYPE:

QUANTITY:

- Proof of Enrolment letter
- Proof of Enrolment Form (attached) requiring completion by the Office of the Registrar

Special Instructions:

MAILING INFORMATION

Recipient Name: _____

SEND BY:

FEE:

Regular mail

\$15

Mailing Address: _____

Email only

\$15

Email Address: _____

Regular mail & email

\$19

Regular mail & fax

\$19

Fax number: _____

Courier (not available to PO boxes)

See above

Phone number: _____

FEE SUBTOTAL: _____

(phone required for courier only)

Use additional forms for more than 2 recipients.

PAYMENT INFORMATION

FEE TOTAL: _____

FOR OFFICE USE ONLY

Online Banking Payment Confirmation #: _____

Amount paid: _____

During campus closures due to COVID-19, we can only accept payment through Online Banking.

Received by: _____

Use the "Pay Bills" option available through your bank. The account number is your 7-digit student number.

Date sent: _____

If you do not know your student number, please contact transcripts@nipissingu.ca.

PROTECTION OF PRIVACY Information requested from students and applicants is collected under the authority of the Nipissing University Act, 1992.

Pursuant to the Freedom of Information and Protection of Privacy Act, you are hereby notified that: "By applying for admission to Nipissing University and by registering in programs or courses at the University, you are accepting the University's right to collect pertinent personal information. The information is needed to assess qualifications for entry, establish a record of performance in programs and courses, provide the basis for awards and government funding, and to assist the University in the academic and financial administration of its affairs".

Additionally, personal information may be used by University staff in many offices on a "need to know" basis to identify and contact students who require their services.

Personal information is also provided to the Nipissing University Student Union in order to enroll students in their Health Care Plan.