

Office of the Registrar

100 College Drive, PO Box 5002, North Bay ON P1B 8L7 Phone: (705) 474-3450, extension 4514 Fax: (705) 495-1772

Email: poe@nipissingu.ca

# **Request for Proof of Enrollment**

PLEASE PRINT CLEARLY

## 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 Enrollment 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 expedited courier fees are listed below. Payment is required prior to request being processed.
- All requests, including duplicate requests, are not refundable.
- Requests will be processed within 2 to 3 working days. However, during busy periods such as registration time, end of term, and convocation, it may take as long as 5 to 6 working days depending on volume of requests received.
- Outstanding fees will prevent release of documentation.

### Optional Additional Fees:

Courier Charges

\$8 to Ontario

#### Fax/Email Charges

\$4 per fax/email

1. Student Information				
Student ID:(Not mandatory if date of birth provided)	Birthdate:	/	Day	/
Last Name:				
First Name:	Middle Na	ame:		
Former Name(s) (if applicable):				
Email:				
Current Address:				
Contact Telephone: ()				
Student Signature:				

\$30 anywhere in the United States mailed if address is provided) \$50 to all other countries	Student Signature:						
2. Type of Document Required							
☐ Proof of Enrollment Letter							
$\square$ Proof of Enrollment Form (attached) requiring completion by	y the Office of the Registrar						
Special Instructions:							
3. Mailing Name and Address Information	4. Method of Delivery						
To:	☐ Regular Mail						
Address:	COUTIET (Additional fees apply. Service not available to PO Boxes.)						
Telephone No. (required for courier only)	Fax/Email (Additional fees apply. Original also sent by regular mail.)						
Fax To:							
Fax Number: ()	Pick up (ID required upon pickup)						

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

5. Method of Payment (Payment is required prior to your request being processed.)	For Office Use Only	
□ Cash	Amount Paid \$	
☐ Visa or Mastercard (You must include the Credit Card Authorization Form)	Received By:	
☐ Cheque or Money Order (payable to "Nipissing University")	neceived by:	
☐ Online banking - Use "Pay Bills" option available through your bank. (Confirmation #)	Date sent:	



# **Credit Card Authorization**

This is to authorize the debit of your credit card for the service(s) specified below (check one).						
☐ Degree Audit Letter		Proof of Enrollment				
☐ Graduation Application		Request for Official Transcript				
Other(specify)						
Student ID:	Student Name:					
Credit Card Information						
Check one only:	erCard	Visa * * We cannot accept Visa debit cards remotely				
Amount for Service(s): \$						
Name of Cardholder (please print)		Cardholder's Signature				
Credit Card Number:						
Credit Card Expiry Date:						

# **PLEASE NOTE**:

In order to process your credit card payment, this form <u>MUST</u> accompany the requested service form (ie. Proof of Enrollment, Request for Official Transcript, etc.)

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.