

LETTER OF ENROLMENT REQUEST FORM



Please complete this form and drop it off or mail it to the English Language Program, 252 Bloor Street West, Suite 4-106, Toronto, Ontario, M5S 1V6, Canada. It can also be emailed to learn.english@utoronto.ca.

DELIVERY OPTIONS - Please note that the ELP processing time does not include delivery time

Pick-Up	Mail	Email
---------	------	-------

PERSONAL DETAILS

Mr.	Mrs.	Ms.	Other	Family Name
First Name				Date of Birth DD/MM/YYYY
Apartment Number		Street Number and Name		
City			Province	
Country			Postal Code	
E-mail			Telephone Number	

COURSE DETAILS (SCS ACADEMIC RECORDS ARE ONLY RETAINED FOR A PERIOD OF SEVEN (7) ACADEMIC YEARS)

Course Name	Course Number
Course Date	Course Level
Course Name	Course Number
Course Date	Course Level
Course Name	Course Number
Course Date	Course Level

Letters of Enrolment are issued at the student's request. In accordance with the University's policy on access to student records, the student's signature is required for the release of the record. Letters of Enrolment will be processed within a period of 5-10 business days from the receipt of request. Please allow longer processing and delivery time for international mail. An email confirmation will be provided once the request is complete.

I hereby give the English Language Program permission to release my grades.

Student Signature	Date DD/MM/YYYY
-------------------	-----------------

OFFICE USE ONLY

Date Received	Received By	Date Processed
---------------	-------------	----------------