



FACULTY OF GRADUATE STUDIES
 1812 Sir Isaac Brock Way
 St. Catharines, ON L2S 3A1
 Tel: 905-688-5550 ext. 4490
 Fax 905-988-5488
 Website: brocku.ca/graduate-studies

VERIFICATION OF STATUS FORM

Please print, complete and submit this form with payment to Brock Central (3rd floor of Schmon Tower).
 The requested letter/form will be sent within 5 business days to your Brock e-mail account.
 For hardcopy, you will be notified by email when the letter/form is ready for student pick up, at McKenzie Chown D-250.

See page 2 for more information and acceptable payment methods.
 Please do not send payment to the Faculty of Graduate Studies.

STUDENT INFORMATION

STUDENT NUMBER: _____ DEGREE: _____ PROGRAM: _____

FAMILY/SURNAME: _____ FIRST NAME: _____

BROCK EMAIL ADDRESS: _____ PHONE NUMBER: _____

WOULD LIKE TO REQUEST THE FOLLOWING

\$25.00 – Confirmation of Enrolment and/or Funding Letter. If requesting funding confirmation, please indicate the funding period (e.g. Sept. 17 to Aug. 18) Funding Period _____ to _____

\$25.00 – Eligibility to Graduate Letter Spring Ceremony (June) Fall Ceremony (October)

\$25.00 – Confirmation of Degree Conferred Letter

\$25.00 – * Ontario Immigrant Nominee Program (for Permanent Residency) Letter
 (must have a \$0 balance on student financial account)

\$25.00 – * Post Graduate Work Permit (PGWP) Letter
 (This letter includes a statement indicating the student has successfully completed all degree requirements, i.e. is eligible to graduate)

\$10.00 – Other e.g. Government Forms (Student Loan forms are processed at Brock Central)

** Letter cannot be processed until your Application to Graduate has been approved.*

Please indicate any Special Comments to be included in the letter. Subject to approval prior to issuance of letter.
 Add separate page if needed. Tuition fees will not be included in any letters.

INSTRUCTIONS FOR ISSUANCE OF LETTER

Email Letter

OR

Hardcopy (Student Pick Up)

SIGNATURE: _____ DATE: _____

FOR FINANCE DEPARTMENT USE ONLY: ACCOUNT #118 168 002

\$25.00 FEE PAID

\$10.00 FEE PAID

FINANCE OFFICE INITIALS: _____ DATE: _____

Verification of Status Letters – Information Reported

Confirmation of Enrolment Letter

Student name
Study Status: Full-time or Part-time
Type of degree
Name of the graduate program
Your Entry Point into the program (term)
Confirmation of registration with start and end dates (of current term(s))
Maximum time to completion

Confirmation of Enrolment, with funding

All of the above plus
Funding period begin and end dates (terms)
Amount provided

Eligibility to Graduate Letter

Student name
Confirmation of successful completion of all degree requirements
Type of degree
Name of graduate program
Month of upcoming convocation ceremony

Confirmation of Degree Conferred Letter

Student name
Type of degree
Name of graduate program
Date of convocation when the degree was conferred upon you (past date)
Confirmation that all degree requirements have been met

Ontario Immigrant Nominee Program (for Permanent Residency) Letter

Student Name
Confirmation that all degree requirements have been met
Type of degree
Name of graduate program
Date of convocation ceremony (past or future date)
Confirmation that there are no outstanding fees for this student

Post Graduate Work Permit (PGWP) Letter

Student name
Date of birth
Confirmation that all degree requirements have been met
Completion term
Type of degree
Name of graduate program
Defined length of program
Month of convocation ceremony

Other e.g. Government forms

C.P.P.
RESP
Over-age dependent health benefits forms
Confirmation of Enrolment or Declaration of Attendance forms from your province

Pay in-person at Brock Central:

Cash Debit Credit Cheque

Note – there is a drop box outside of the Brock Central office if you just want to drop off your form and payment (cheque or credit only).

Remote payment methods:

- **Fax** the request form including credit card information to Brock Central at 905-988-5488
- **Email** (central@brocku.ca) or **fax** (905-988-5488) the request form and then call Brock Central at 905-688-5550 x3052 to process credit card over the phone
- **Mail** the request form to Brock Central (not Graduate Studies) including a cheque made payable to Brock University

Brock University
Brock Central
Niagara Region
1812 Sir Isaac Brock Way
3rd Floor of Schmon Tower
St. Catharines
Ontario L2S 3A1