

GENERAL REQUEST FORM

Requests will be processed within 5 business days.

PERSONAL INFORMATION

PLEASE FILL IN ALL INFORMATION IN FULL (PLEASE PRINT)

STUDENT ID NO.:		PROGRAM CURRENTLY ENROLED IN (OR RELATED TO THIS REQUEST)	
FAMILY (LAST) NAME:		FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)			
ADDRESS:		CITY/PROVINCE:	POSTAL CODE:
BIRTH DATE: MM _____ DD _____ YY _____		HOME PH.:	CELL:

PROCESSING INSTRUCTIONS (CHOOSE ONLY ONE "PROCESS" OPTION PER FORM)

NOTE: this form is not required for general enrolment and credential verifications. These documents can be downloaded and printed via myStudentSystem.

- COURSES EXTRA TO CREDENTIAL (Attestation Letter)
- ENROLMENT IN COOPERATIVE EDUCATION
- FULL-TIME ENROLLMENT IN SPRING/SUMMER
- PROGRAM COMPLETION (Confirming program end date)
- MACEWAN INTERNATIONAL REQUEST (Detail below and submit to international@macewan.ca)
- OTHER (Detail below)

TOTAL NUMBER OF LETTERS

REQUESTED: _____

HARD COPY REQUEST

- MAIL TO MY HOME ADDRESS** (As listed above) # of copies _____
- MAIL TO AN ALTERNATE ADDRESS** # of copies _____
NAME: _____
ADDRESS: _____
CITY & PROVINCE: _____
POSTAL CODE: _____

- FAX REQUEST:** FAX# _____
ATTENTION: _____

PICK UP ____ # OF COPIES AT:

- Office of the University Registrar (Building 7, 7-110)
- SCE Student Support Centre (Allard Hall 11-521)

DIGITAL REQUEST

- SEND IN A RETURN EMAIL**
- SEND TO AN EMAIL ADDRESS:** _____
SECONDARY EMAIL ADDRESS: _____

AUTHORIZATION

I AUTHORIZE MACEWAN UNIVERSITY TO RELEASE THE LETTER REQUESTED.

SIGNATURE: _____
Signature not required if sent from a student @mymacewan.ca email account

DATE: _____

OFFICE USE ONLY

ENTERED BY: _____
DATE: _____
SENT BY: _____
DATE SENT: _____

PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca