

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 Enrolment

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 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 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

\$20 to other Canadian Provinces

Fax/Email Charges

\$4 per fax/email

(Original can be picked up or

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

\$30 anywhere in the United States \$50 to all other countries	mailed if address is provided)	Student Signature:		
2. Type of Document Required				
☐ Proof of Enrolment Letter				
☐ Proof of Enrolment Form (attached) requiring completion by the Office of the Registrar Special Instructions:				
Special motifications.				
3. Mailing Name and Address Info	ormation		4. Method of Delivery	
To:			☐ Regular Mail	
Address:			Courier (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)		
Please use additional forms for more than destinations.				

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")	Neccived by.
☐ Online banking - Use "Pay Bills" option available through your bank. (Confirmation #)	Date sent: