



The University of British Columbia  
 School of Human Kinetics  
**Request for Letter**

**Step 1: Identify yourself**

<b>Date of Request:</b>	
<b>Student Name:</b>	Phone:
<b>Student Number:</b>	Email:
<b>(Degree) Program Option:</b>	

**Step 2: Type of letter needed**

<input type="checkbox"/> Please check this box if you require a letter to confirm your status as a full-time student in the School of Human Kinetics. Please use the space below for any additional information.
<input type="checkbox"/> Please check this box if you require a letter or memo for reasons confirming status. Please provide details in the space below.  <p style="text-align: center;"><b>If you require confirmation of graduation, please use the “Request for Letter - Graduation” form.</b></p>

**Step 3: Details**

Important information to include would be to whom the letter is address (“To Whom it May Concern” if unknown), the complete mailing address, and any other details you wish the letter to include (in point form).

**Step 4: Picking up the finished letter**

Requested letters usually will take a minimum of three (3) days to complete. You will be e-mailed (or telephoned if email is not an option) when the letter is finished. Students are expected to pick up their completed letters at the Advising Office in War Memorial Gym. If you wish the letter to be mailed to you directly, please clearly print your address below.