Knox College
Request for Academic Documentation

Section 1 – To be Completed by the STUDENT   **(please print clearly)**

Name:

Known as:	Student Number:

UofT Email:

Basic Degree Program	Graduate Degree Program
☐ MDiv ☐ MPS ☐ MTS ☐ CTS ☐ MRE	☐ MA ☐ ThM ☐ ThD ☐ DMin ☐ PhD ☐ PhD (non-conjoint)

☐ Current Student …   Most recent semester of enrolment: _____

☐ Graduate / Alumni …   Knox College Graduation date: _____

☐ Non-Conjoint PhD Graduate / Alumni …   USMC Graduation date: _____

Please select the Academic Documentation you need:

☐ Confirmation of <u>current enrolment</u> in program studies

☐ Confirmation of program completion prior to Convocation / Graduation

☐ Confirmation of program completion (for Alumni)

☐ Confirmation of specific course completion (for E&R).   Course Code(s): _____ & _____

How many copies are you requesting? _____ Hard copies …and/or… _____ Electronic copies (PDF)

☐ To be mailed by the Registrar's Office ☐ To be <u>emailed</u> by the Registrar's Office	☐ To be picked up by the Student NOTE: To be arranged with Assistant Registrar once documentation has been prepared.

If the document(s) is to be mailed / emailed by the Registrar's Office, please provide the address(es):

Student's Signature	**Date**

<u>Please be advised</u>: Normally Academic Documentation requires five business days to be processed

Section 2 – To be Completed by the Assistant Registrar

	Date:	Signature:
☐ Documentation prepared	Date:	Signature:
☐ Mailed	Date:	Signature:
☐ Picked up by Student	Date:	Student's Signature: