

LETTER TO CONFIRM REGISTRATION AND TIME TO COMPLETION

- CONFIRMATION LETTERS ARE ONLY ISSUED FOR ACADEMIC PURPOSES OR FOR RENEWAL APPLICATIONS OF STUDENT VISAS.
- IF YOU ARE REQUESTING A LETTER CONFIRMING YOUR REGISTRATION, CONFIRM THAT YOU HAVE ACTUALLY REGISTERED FOR THE PERIOD OF THE ACADEMIC YEAR THE LETTER IS TO COVER. THE LETTER WILL NOT INDICATE AN "EXPECTED REGISTRATION" PERIOD.
- IF YOU ARE APPLYING FOR A VISA OR A VISA EXTENSION, IT IS RECOMMENDED THAT YOU REGISTER FOR THE ENTIRE ACADEMIC YEAR.
- THE LETTER WILL STATE THE DATE BY WHICH YOUR PROGRAM MUST BE COMPLETED:

PROGRAM COMPLETION DATES (PROGRAM UPPER TIME LIMITS)	
1 YEAR MASTERS, FULL-TIME	4 YEARS
1 YEAR MASTERS, PART-TIME	5 YEARS
2 YEAR MASTERS, FULL-TIME	5 YEARS
2 YEAR MASTERS, PART-TIME	7 YEARS
PHD, FULL-TIME ONLY	6 YEARS

PLEASE PRINT CLEARLY OR TYPE.

LETTER TO CONFIRM REGISTRATION, TIME TO COMPLETE PROGRAM AND GOOD ACADEMIC STANDING (FOR PHD STUDENTS) (WITH DATE OF BIRTH AND DLI #)
DATE SUBMITTED:

STUDENT NAME:	B00:
STUDENT TELEPHONE:	DAL E-MAIL:
DEPARTMENT:	DEGREE:

DO YOU NEED YOUR DALHOUSIE SCHOLARSHIP ON THE LETTER?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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COPIES REQUIRED (3 MAXIMUM):

CHECK ONE: <input type="checkbox"/> LETTER TO BE PICKED UP AT FGS OFFICE	<input type="checkbox"/> LETTER TO BE MAILED, FAXED OR EMAILED
<input type="checkbox"/> LETTER TO BE PICKED UP AT SEXTON ENROLMENT SERVICES CENTRE	<input type="checkbox"/> LETTER TO BE PICKED UP AT DEPARTMENT OF AGRICULTURE
IF LETTER TO BE MAILED OR FAXED, PLEASE INDICATE THE ADDRESS OR FAX NUMBER (PLEASE NOTE: FGS DOES NOT SEND LONG-DISTANCE FAXES)	

SUBMIT THIS FORM TO THE FACULTY OF GRADUATE STUDIES OFFICE

MAIL OR IN PERSON: Room 314, Henry Hicks Academic Administration Building
6299 South Street, Halifax, NS, B3H 4R2
Faculty of Graduate Studies, Dalhousie University
P.O. Box 15000

FAX: 902.494.8797

E-MAIL: graduate.studies@dal.ca

FOR FGS USE ONLY:

DOB:

Status (F/T, P/T):

Program start term:

Last term registered:

Notes:

IT TAKES FIVE (5) BUSINESS DAYS TO PRODUCE A CONFIRMATION LETTER

Letters not collected after four (4) weeks will be shredded