



OFFICE OF THE REGISTRAR

## Post-Graduate Work Permit (PGWP) Letter (Undergraduate International Students only)

This is to request a verification of graduation for the purposes of applying for a post-graduate work permit only. Official letters confirming a student's graduate eligibility will be mailed to a student's permanent address by the Registrar's Office.

Completed forms can be submitted to the Registrar's Office either in person or emailed to [registrar@mun.ca](mailto:registrar@mun.ca).

**Processing Time:** Approximately two business days once an official confirmation of graduation is confirmed by the Registrar's Office.

**Fee:** \$15 per letter

Inquiries can be directed to [registrar@mun.ca](mailto:registrar@mun.ca) or 709 864 4445.

### Student Information

MUN Student ID Number	First (Given) Name	Last (Family) Name
Telephone	@mun.ca email	

### PGWP Letter Requirements

Program of Study:		
Degree	Major	
Scheduled Completion Date (indicate year):		
Fall Semester – December 20 ____	Winter Semester – April 20 ____	Spring Semester – August 20 ____
Special Requirements for Letter:		

### Delivery Options

Choose one of the following:

- Pick Up** (Photo ID will be required. If someone else will pick up your PGWP, name that person as the Recipient below.)
- Email** (Sent to @mun.ca email address listed above.)
- Mail** (Confirm mailing address below.)

Recipient Name	Recipient Telephone (required if mailing outside of Canada / U.S.)
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Address (P.O. Box numbers are not acceptable for addresses if you're requesting shipping outside Canada or the USA)

City, Province/State, Postal/Zip Code, Country

### Authorization

Student Signature	Date (Month/Day/Year)
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**Personal Information and Protection of Privacy:** The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). It is needed for, and will be used to update, your student record. If you have questions about the collection and use of this information, contact the Associate Registrar, Registration and Enrolment Services at 709 864 4445.

### Method of Payment

Memorial University offers students a variety of payment methods. Each methods is described in detail by [Financial and Administrative Services](#).

Questions regarding methods of payment should be directed to [cashiers@mun.ca](mailto:cashiers@mun.ca).

Credit Card (choose one):	Visa	Mastercard
Credit Card Number	Expiry Date (MM/YYYY)	
Name on Card	Signature	

### For Office Use Only

\_\_\_\_\_ letters at \$15 each = \$ \_\_\_\_\_

FOAPAL: 100001 46201 51969 4102

Cashier's Stamp