University of Victoria

Faculty of Engineering and Computer Science| Department of Electrical and Computer Engineering
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ECE LETTER REQUEST FORM

To be submitted for approval to the ECE Reception (EOW 448 or **ecesec@uvic.ca**) with **ALL** sections below complete.**
IF APPROVED, PLEASE ALLOW UP TO TWO WEEKS FOR LETTER PROCESSING.

STUDENT INFORMATION	
Student Name	Student Number V0
Program	Email
Student Signature	Date

REASON FOR LETTER REQUEST		
Teaching Assistant Appointment *(maximum 1 year history provided)*	☐ Current term	☐ Previous term(s)
Graduate Student Support Payment	☐ Time period *(Month, Year)*	_____ to _____
Please provide rationale for the request:		

LETTER FORMAT REQUIRED	
☐ PDF (email copy)	☐ Original document (paper copy)

INFORMATION OF THE PERSON/ORGANIZATION IN WHICH THE LETTER IS TO BE ADDRESSED	
Addressee Name	Address

DEPARTMENT APPROVAL		
Name	Signature	Date