Sample Enrolment Confirmation Letter

Instructions for the student: This letter is to be completed on your college/university letterhead and signed by an authorized official at your school. Either the student or the school must submit this letter to Marie Prpic via mail, via fax to 807 766 7518, or to summerstudentship@nosm.ca not later than January 15th. Transcripts cannot be used as an Enrolment Confirmation Letter. Please note that this letter is waived for NOSM students.

Current date

Marie Prpic
Northern Ontario School of Medicine
2013 Summer Studentship Program
Room 6034J, ATAC Building
955 Oliver Road
Thunder Bay, ON P7B 5E1

Name of Health Professional Student – Student ID Number

This letter will confirm that (name of student) is a full-time student in good standing currently enrolled in the in the (1st, 2nd, 3rd, 4th) year of our (one, two, three, four-year) program.

This student’s educational program, (insert name of academic program at your college/university in Ontario), is accredited by the (insert name of the applicable College such as “Colleges of Nurses of Ontario”) as Legislated under the Regulated Health Professions Act, 1991.

This student is expected to complete the program and graduate in (Month/Year) with the following degree (name of degree/diploma).

In the event this student is awarded paid employment, our academic institution (will/will not) provide this student with WSIB insurance under our (Policy Number) and for medical students, medical malpractice insurance in the amount of ($5 million per occurrence) under (Policy Number).

Sincerely,

Name of School Official
Position Title
Full Contact Particulars