

Eligibility Letter

This letter may be signed by any faculty staff (e.g. Undergraduate Program Coordinator or similar roles, etc.) who are in a position to verify your standing. We suggest contacting the relevant Faculty Student Service office (see the contact list on the following page). We do not recommend contacting Deans/Associate Deans directly.

*Note that students who are not automatically continuing in a program in the coming year (e.g. Open Studies students, or students about to graduate and planning to continue in Open Studies, or students about to begin an undergraduate after-degree program) may be asked to **provide the CRO with proof that they will be enrolled undergraduate students in the appropriate faculty in the coming year**, in addition to Form 2.*

See the following page for contact information for your faculty.

Attention: Chief Returning Officer
University of Alberta Students' Union
0-64B, Students' Union Building,
8900 - 114 Street NW
Edmonton, AB T6G 2J7

I can confirm that _____ (*candidate name*)
is an undergraduate student enrolled in _____ (*candidate's*
home faculty) in Winter 2024 with at least satisfactory academic standing.

Staff Signature	
Position in Faculty	
Email	
Date	

Eligibility Letter Contact List

These emails are the simplest way to get a signature on your eligibility letter. However, any University staff who can verify your enrolment and standing can sign the form. If you are an international student, you can contact an international student advisor at the International Student Services in case your faculty does not respond. In case your faculty does not respond in a timely manner, feel free to contact Student Connect and inform the CRO.

Faculty	Email	Preference of in-person vs email
Augustana	augsas@ualberta.ca	Both OK
Campus Saint-Jean	conseiller@ualberta.ca	Email please
Native Studies	nsadvise@ualberta.ca	Email please
Arts	arts.undergrad@ualberta.ca	Both OK
Business	ugradbus@ualberta.ca	Email please
Education	educinfo@ualberta.ca	Email please
Law	law.studentservices@ualberta.ca	Both OK
ALES	questions.ales@ualberta.ca	Both OK
Engineering	enggadvising@ualberta.ca	Both OK
Science	advisor.science@ualberta.ca	Both OK
Dentistry	meddent@ualberta.ca	Both OK
Kinesiology, Sport, & Recreation	ksradvisors@ualberta.ca	Email please
Medicine	meddent@ualberta.ca	Both OK
Nursing	nursing.undergraduate@ualberta.ca	Email please
Pharmacy	phstud@ualberta.ca	Both OK
Open Studies	Contact Student Service Centre	N/A