



## Request for Offer Letter – Research Student

### Applicant

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Application Number: \_\_\_\_\_

Degree: \_\_\_\_\_

Admit Term: \_\_\_\_\_

Department: \_\_\_\_\_

This student requires desk space.

This student is Externally funded.\*

*\*Students funded through an external source must provide supporting documentation from a recognized funding source.*

### Supervisor(s)

Name(s): \_\_\_\_\_

Proposed Thesis Topic: \_\_\_\_\_

Speedcode:\*\* \_\_\_\_\_

*\*\*Speedcode account must be provided before an offer can be made. The department to verify funding. The speedcode on record for this student can be charged in subsequent unless an alternate speedcode is provided.*

### Acknowledgement

I, \_\_\_\_\_, agree to financially support this student for the duration of their normal fundable period ( \_\_\_\_\_ ) at the minimum level required by the Faculty of Engineering policy. I also agree that the department can apply charges for this student to this speedcode if I do not provide one in the funding sheet each term.

If the student is externally funded and the funding source unexpectedly cancels payments for this student, I agree to provide minimum funding for this student for the duration of their fundable period ( \_\_\_\_\_ ).

--	--

Dated Signature(s) of Supervisor(s) required – electronic signatures will **not** be accepted

### ***For Department Office Use Only:***

Externally Funded (proof of funding attached)

Speedcode verified

Desk Space assigned: Building: \_\_\_\_\_ Room: \_\_\_\_\_ Desk: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Graduate Coordinator: \_\_\_\_\_ Graduate Chair: \_\_\_\_\_

Coordinator: \_\_\_\_\_