[insert College/Dept. letterhead or logo]

**Graduate Students’ Association**

Saskatoon, SK, S7N 5A3

Canada

Click or tap to enter a date.

**RE: U-PASS Opt-Out REQUEST**

Dear GSA,

This letter is only for those students, who will be away from Saskatoon for working or doing research for half of the academic year. This is to confirm that the following student will be **away from Saskatoon for working or doing research for more than half of the academic year** and will not be required to access the campus.

**Program title (full)**: Click or tap here to enter text.

**Student name (full)**: Click or tap here to enter text.

**Student NSID**: Click or tap here to enter text.

**Student ID #**: Click or tap here to enter text.

**Instructor/Supervisor’s Phone #:** Click or tap here to enter text.

**Instructor/Supervisor’s Email:** Click or tap here to enter text.

**Course Code:** Click or tap here to enter text.

**Course CRN#**: Click or tap here to enter text.

Sincerely,

\_Supervisor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [please print Supervisor’s name here]

*Once your supervisor/graduate chair/department head has completed the form, go to the GSA webpage* [GSA UPASS - Graduate Students' Association - University of Saskatchewan (usask.ca)](https://gsa.usask.ca/services/u-pass.php)*, to fill out the online opt-out form and select the “Absent from Saskatoon for More than Half the Academic Term” where you will be asked to upload this document.*