McGill University – Third-Party Contracts – Specifications for Letter

Letters can be forwarded to sponsorshipadmin.finserv@mcgill.ca.

The letter can be written in English or French, on letterhead, and must contain the following information:

- Confirm billing information
  - Sponsor ID (for returning sponsors – this is the McGill ID as found on the upper right-hand corner of the invoices)
  - Mailing address
  - Email address
  - Name of contact person
  - Phone number
  - Should the invoice be mailed, emailed, or both

- What is the student’s name, McGill ID (or date of birth if McGill ID is not available)

- What the sponsorship covers, these are some examples:
  - Tuition
  - Fees
  - Course/program specific fees
  - Health and Dental insurance
  - Books
  - Housing
  - Meal Plan
  - Etc.

- What is the period of the sponsorship, specify date range (Sept-Dec is Fall term, Jan-Apr is Winter term, May-Aug is Summer term)

- Is there a maximum dollar amount, in Canadian dollars, for the sponsorship, and over what period (max per term, max per academic year)

- Is there a sponsorship reference number for each student to be included on the invoices

- Specifications for the invoice
  - Include student class schedule?
  - If more than one student, all on one page, or one student per page?

- Is the sponsorship a scholarship/award and do you want McGill to issue a T4A tax slip?