

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
 - o Sponsor ID (for returning sponsors – this is the McGill ID as found on the upper right-hand corner of the invoices)
 - o Mailing address
 - o Email address
 - o Name of contact person
 - o Phone number
 - o 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:
 - o Tuition
 - o Fees
 - o Course/program specific fees
 - o Health and Dental insurance
 - o Books
 - o Housing
 - o Meal Plan
 - o 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
 - o Include student class schedule?
 - o 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?

Student Accounts

McLennan Library Building
3415 McTavish Street, Room MS-55
Montreal, Quebec, Canada H3A 0C8

Comptes étudiants

Pavillon McLennan de la Bibliothèque
3415, rue McTavish, bureau MS-55
Montréal (Québec) Canada H3A 0C8