



Guidelines for Health Care Professionals ¹ **Certificates of Illness**

The University of Manitoba requires that students provide proof of an illness/injury in order to implement appropriate academic policies and accommodations on their behalf.

For the University to accept this documentation it must be on official office stationery such as letterhead or a personalized prescription pad, and it should contain the following information:

- Student's name
- Date(s) you saw the student
- Date of onset of the illness/injury or date of onset of the acute period if the illness is chronic
- Statement indicating the degree of incapacity of the student as it relates to their ability to perform their academic work, i.e., ability to attend classes, complete assignments, prepare for and/or write tests or exams
- Statement indicating the duration or estimated duration of incapacity
- Your contact information including phone number

Please note the following:

- The University requires specific information about whether and to what degree the illness/injury/treatment affects the student's academic performance, and not the specific nature or treatment of the illness/injury itself
- You must have seen the student during or immediately following the illness/injury, or when it was first possible for the student to seek/receive treatment from you
- An academic advisor or university administrator may contact you to verify the information you provided to the student. Additional information should not be requested from you without permission from the student

Please contact Student Advocacy at 474-7423 if you have any questions or concerns.