

LETTER OR FORM REQUEST

Registrar's Office, North Vancouver Campus

 Email: registration@capilano.ca
PLEASE READ CAREFULLY
To submit a request:

- Complete Parts 1 and 2 of the form
 - Attach/include form to be completed, if applicable. Please ensure all sections of the form, including personal information are completed prior to submitting.
- Submit completed form to registration@capilano.ca
- If there is a charge for your request, payment must be made before a letter/ form is completed. See Part 3 of this form.

Please note:

- Letters are provided in electronic (PDF) format only and will be emailed to your CapU email account.
- Forms that are submitted for completion by the Registrar's Office can be emailed to your CapU email account or be made available for pick up once completed.
- Letter and form requests are processed by the Registrar's Office only on the signed, written request of the student. Third parties cannot submit a request on behalf of a student.

PERSONAL INFORMATION – PART 1 Complete all information in this section

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
SIGNATURE		DATE (MM/DD/YYYY)

TYPE OF LETTER/FORM – PART 2
STANDARD FEE

- | | | |
|--------------------------|---|--------|
| <input type="checkbox"/> | ABE Enrolment Verification Letter | no fee |
| <input type="checkbox"/> | E.I. Funding Letter | 20.00 |
| | <input type="checkbox"/> Form attached | |
| <input type="checkbox"/> | Letter to Confirm Program Completion/Post-Graduate Work Permit , including transcript | 20.00 |
| | <input type="checkbox"/> Application for Graduation submitted online w/ all required courses complete | |
| | <input type="checkbox"/> Hold for final grades | |
| <input type="checkbox"/> | Letter for Temporary Resident Visa (TRV) , including transcript
Client ID#: | 20.00 |
| <input type="checkbox"/> | Off-Campus Work Permit Confirmation of Enrolment | no fee |
| | Form attached: Canada Pension Plan (CPP), USC scholarship, CST scholarship, etc. | |
| <input type="checkbox"/> | <input type="checkbox"/> Email completed form to myCapU email | no fee |
| | <input type="checkbox"/> For pick-up (Student ID or Third Party Authorization required) | |
| <input type="checkbox"/> | Other Letter Required (indicate below or attach a description of requirements)
_____ | 20.00 |

PAYMENT – PART 3

Payment is required before your request will be processed. Requests will not be processed if any University account is outstanding.

Payments can be made through online banking, in person at your bank, or through your [myCapU Account](#) (Visa/Debit and MC/Debit are not accepted online). You can also pay in person at the [Cashier's Office](#) (Birch Building, room BR214, North Vancouver campus). Please note that the Cashier's Office does not accept cash payments or e-transfers. For more information, visit capilano.ca/how-to-pay.