

**LETTER OR FORM REQUEST**

Registrar's Office, Birch Building, room BR230, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5

 Tel: 604 984 4900 Email: [registration@capilano.ca](mailto:registration@capilano.ca)
**PLEASE READ CAREFULLY**

 An **Enrolment Verification** letter may be accessed free of charge via your student account.

 Log into your **myCapU** and select *Student Records > View or Print Enrolment Verification* to view or print your letter.

Students in ABE programs who require an Enrolment Verification letter should choose "Other" below and indicate "Enrolment Verification for ABE" under description of requirements. There is no charge for this letter.

 For confirmation of enrolments for government financial assistance programs (e.g. student loans), please contact Financial Aid & Awards at [finaid@capilano.ca](mailto:finaid@capilano.ca)
**PERSONAL INFORMATION – PART 1** Complete all information in this section

LEGAL LAST NAME		LEGAL FIRST NAME	
STUDENT NUMBER	PHONE NUMBER	CURRENT PROGRAM OF STUDY	
SIGNATURE		DATE (MM/DD/YYYY)	

**METHOD OF DELIVERY (CHOOSE ONE)**

Pick-Up                       Fax to: \_\_\_\_\_                       Email to my CapU Email  
 Mail to: \_\_\_\_\_

**TYPE OF REQUEST – PART 2** (Choose one)

**STANDARD:** Processing time is **seven (7) business days**; during peak periods, it is ten (10) business days or longer.  
 **RUSH:** Processing time is **two (2) business days**. *Note: during peak periods, rush requests may be refused.*

**TYPE OF LETTER/FORM – PART 3**

	STANDARD FEE	RUSH FEE
<b>Form attached:</b> Canada Pension Plan (CPP)	no fee	n/a
<b>Form attached:</b> USC scholarship, CST scholarship, etc.	20.00	n/a
<b>Letter for Study Permit Renewal</b> , including transcript CURRENT STUDY PERMIT EXPIRY DATE:	no fee	20.00
<b>Letter for Temporary Resident Visa (TRV)</b> , including transcript CLIENT ID #:	20.00	40.00
<b>Off-Campus Work Permit Confirmation of Enrolment</b>	no fee	20.00
<b>E.I. Funding Letter</b> FORM ATTACHED	20.00	n/a
<b>Letter for Post-Graduate Work Permit</b> APPLICATION FOR GRADUATION SUBMITTED ONLINE W/ ALL REQUIRED COURSES COMPLETE & GRADED	20.00	n/a
<b>Letter to Confirm Program Completion</b> APPLICATION FOR GRADUATION SUBMITTED ONLINE	20.00	n/a
<b>Other Letter Required</b> (indicate below or attach a description of requirements)	20.00	n/a

**PAYMENT – PART 4** Required when request is submitted. *Note: A request will not be processed if any University account is outstanding.*

CREDIT CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	CREDIT CARD NUMBER	EXPIRY DATE
CARDHOLDER NAME	SIGNATURE	