

Confirmation of Enrolment Letter Request Form

CONTINUING STUDIES REGISTRATION OFFICE

This form is **not** to be used for confirmation of eligibility to graduate, extension of Study Permits, or for Student Loan purposes (See [Financial Aid](#)). Standard enrolment verification letters are available free of charge through [Langara login's page](#).

The fee for a Confirmation of Eligibility to Graduate letter is \$15.00 per copy. Processing time is seven business days. Please note, during peak periods processing times may be longer.

STUDENT INFORMATION

Last or family name: _____ First or given name(s): _____
Langara ID: _____ Date of Birth (YYYY/MM/DD): _____
Email: _____ Phone number: _____

DELIVERY OPTIONS - Select **one** of the following options:

- ☐ Email PDF copy to address above; or ☐ Email PDF copy to: _____
☐ Pick up at the Continuing Studies Office. An email notification will be sent when your letter is ready for pickup.
☐ Mail to (include Name and Full Address):

LETTER DETAILS

The following information is included in the letter (as it appears in our system):

- Full Legal Name
- Date of Birth
- Address
- Name of current program
- Confirmation of full-time or part-time status for the current semester

Please indicate if you would like the following information included in the letter:

- ☐ Yes ☐ No List of all my past semesters (for Continuing Studies courses)
☐ Yes ☐ No Indicate expectation to enrol in future semester (must be in a full-time cohort program; LEAP is not applicable)

DECLARATION

- ☐ By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.

SUBMIT COMPLETED FORM WITH CORRECT FEE:

- In person with cheque, Visa or Mastercard: Continuing Studies Office (Building A);
- By mail with cheque: Continuing Studies, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6;
- Online [here](#) or go to feeportal.langara.ca and search for Confirmation of Enrolment Letter Request Form (Continuing Studies).

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