

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 myLangara.

### PROCESSING OPTIONS:

Select payment option:

Rush \$30.00 per copy (1 Business Day Processing Time; order in person only; subject to availability)

Regular \$15.00 per copy (5 Business Days Processing Time)

(CSLE)

### STUDENT INFORMATION

LEGAL SURNAME: \_\_\_\_\_ LEGAL FIRST NAME: \_\_\_\_\_

LANGARA ID: \_\_\_\_\_ DATE OF BIRTH (MM/DD/YYYY): \_\_\_\_\_

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

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