

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's login page](#).

PROCESSING OPTIONS

Select payment option:

Rush \$30.00 per copy (one business day processing time; order in person only; subject to availability)

Regular \$15.00 per copy (five business days processing time)

(CSLE)

STUDENT INFORMATION

Last or family name: _____ First or given name(s): _____

Langara ID: _____ Date of birth (YYYY/MM/DD): _____

Email: _____ Phone number: _____

DELIVERY 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 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).

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.