

Confirmation of Enrolment Letter Request Form

REGISTRAR & ENROLMENT SERVICES

IMPORTANT INFORMATION

- Confirmation of enrolment letter requests made using this form are processed within five business days.
- Standard enrolment verification letters are available immediately through the Student Information System.
- Each letter will only provide program and course registration information for one semester. If you require information for more than one semester, you will need to complete a separate confirmation of enrolment letter form to order a letter for each additional semester.
- The letter will reflect your course registration information at the time the letter is printed. The letter will only include courses in which you are registered, waitlisted courses cannot be included.
- If you have a financial hold on your account at the time of processing, you will not be issued a confirmation of enrolment letter.

Note: this form is not for confirmation of eligibility to graduate, extension of study permit, or student loan purposes.

Submit signed, completed form by email to records@langara.ca or in person:

Registrar & Enrolment Services, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6

OFFICE USE ONLY
(received stamp)

STUDENT INFORMATION

Langara ID: _____

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

Email: _____ Primary telephone: _____

LETTER OPTIONS

Select one of the following options:

Pick up at Registrar & Enrolment Services Office

Email to _____ Name of recipient: _____ Email: _____

Fax _____ copies to _____ Name: _____ Fax: _____

Mail _____ copies to _____ Name of recipient: _____

Address: _____

LETTER DETAILS

I want the following information included in my letter for the _____ semester:

Yes No Name of my program for the specified semester

Yes No List of my registered courses for the specified semester

Yes No Confirmation of full-time status (nine credits or more) for the specified semester

Yes No List of all of my past semesters

Yes No Indicate my intent to enrol in a future semester (available for international students only)

I have paid the \$1500 deposit for the following semester in which I intend to enrol:

Spring Summer Fall

OTHER INFORMATION (subject to approval by Registrar & Enrolment Services)

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.

Student's signature: _____ Date: _____

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