

Request for International Student Letter

PLEASE PRINT — INCOMPLETE OR INCORRECT INFORMATION WILL CAUSE DELAYS IN PROCESSING

- There is a minimum two (2) day processing time for all letter requests.
- Letters will not be provided to students who have fees outstanding.
- You must be currently registered in courses. If you are not registered or are returning to Georgian College, please visit your coordinator.
- Graduate work permit takes 5 business days to process.
- A \$10 fee applies to **other** requests not listed (see below)

STUDENT # (required)	Last Name	First Name	Middle Name
Date of Birth (required)	E-mail Address		
YYYY / MM / DD			
Canadian Address	Apt #	Street Address	City
	Province	Country	Postal Code
Program	Expected Date of Completion	Current Term (circle one) 1 2 3 4 5 6 7 8 co-op	

I need the letter for a:

	International Student Advisor Signature	Date Completed
<input type="checkbox"/> Study Permit Extension	_____	_____
<input type="checkbox"/> Work Permit	_____	_____
<input type="checkbox"/> Graduate Work Permit	_____	_____
<input type="checkbox"/> Entry Visa	_____	_____
<input type="checkbox"/> \$10 fee applies to other requests; please specify: _____		

The personal information collected under the legal authority of the Colleges and Universities Act, regulation 640. The information is used for the administration and statistical purpose of the College and/or the Government of Canada. For further information contact the Office of the Registrar (705) 722-1511. I have read the above statement and hereby authorize the release of information contained herein to the aforementioned.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Letter is ready for pick up Letter request to mail Date: _____

Letter is not ready Not Registered Not Paid Require Tracking Sheet Mail Email \$10 Paid

Notes: _____
