REQUEST FOR ENROLMENT LETTER FORM

GEORGIAN
YOUR COLLEGE · YOUR FUTURE

There is a **2-day processing** time for all letters.
Please note there is a $10.00 processing fee for this service.

In order to receive a letter, you must have your **FEES PAID IN FULL or HAVE PAID DEFERRAL FEES** and be **REGISTERED in courses.**

Please explain why you need a letter:

If needed, please attach additional information or write on back.

Student Name: _____
Last Name First Name

Program: I am studying in semester: _____

Student Number: _____

Birth date (yy/mm/dd): Phone #: _____

Send to: _____
No. Street Apt:

_____
City Province Postal Code FAX #

Please check one: Mailed to the address above ☐ Pick up in the Office of the Registrar ☐

The personal information collected on this application is collected under the legal authority of the Colleges and Universities Act, Regulation 640. The information is used for the administration and statistical purposes of the College and/or Government of Canada. For further information contact 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