

# 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. Standard enrolment verification letters are available through [Langara login's page](#).

Processing time is five business days. Please note, during peak periods processing times may be longer.

## STUDENT INFORMATION

Last or family name: \_\_\_\_\_ First or given name(s): \_\_\_\_\_

Langara ID: \_\_\_\_\_ Date of Birth (YYYY/MM/DD): \_\_\_\_\_

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 (must be in a full-time cohort program; LEAP is not applicable)

## 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:

- In person to the Continuing Studies Office (Building A);
- By mail: Continuing Studies, Langara College, 100 West 49<sup>th</sup> Avenue, Vancouver, BC V5Y 2Z6;
- By email: [csletters@langara.ca](mailto:csletters@langara.ca)

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