

LETTER REQUEST FORM

DATE: _____

LAST NAME: _____ FIRST NAME: _____

STUDENT NUMBER: _____

DATE OF BIRTH: _____ EMAIL: _____

YOUR CURRENT ADDRESS (Must be filled and have Apt/Unit Number)

CITY: _____ PROVINCE: _____ POSTAL CODE _____

LETTER TYPE:

- STUDY PERMIT Expiry Date: _____(yy/mm/dd) _____ # of courses registered
- CHANGE OF STATUS (Change of Conditions: Work off campus, Change of Program or Province)
- TEMPORARY RESIDENT VISA (Passport Visa)
- LETTER FOR TUITION FEE REFUND FROM ANOTHER INSTITUTION

(Your valid study permit must be submitted with the letter request.)

LETTER OF ENROLLMENT is available on the Student Portal <https://cclogin.ca/>
(i.e. Change of DLI Number, Registration Letter or Visiting Another Country)

Coquitlam College does not refund the deposit once a student receives one of these letters

Students must be in good standing order to receive above letters. Students on probation may not be eligible for above letters.