

LETTER REQUEST FORM

PLEASE INDICATE:

- I will pick up the letter at: _____ Campus
- Please mail direct: _____

TYPE OF LETTER REQUIRED (Please check):

- Confirmation of Registration (This letter cannot be used for the Canada Student Loan)
- Cost of Living
- Continuing Education Letter (tuition reimbursement for employer)
- International Student Visa (Expiry Date): _____
- Other (Please explain): _____

ABOUT YOURSELF:

Student Number: _____

Last Name: _____ First Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone (Day): (_____) _____ Telephone (Evening): (_____) _____

Email: _____

PROGRAM INFORMATION:

Program Name/Course Name (If CE/PT): _____

Program #: _____ Fall Semester Winter Semester Summer Semester

SIGNATURE NAME* DATE (day/month/year)

During peak periods (registration and fees due dates), letters will not be available within 72 hours. Please allow for at least one-week processing time (seven business days).

Please complete the fillable form and submit your form through the Virtual Registration Request portal, under Registration Services, on myCentennial.

*This serves as (your official) signature.