

## Confirmation of Enrolment Request Form

Confirmation of Enrolment letters indicate the purpose of the letter, whether you are attending full-time or part-time, the number of credits, the semester and the program in which you are enrolled at Kwantlen. **All Confirmation of Enrolment Letters are \$20.**

**Please indicate your reason for this request:** (please check one)

Temporary Resident Visa

Travel Letter

Passport Renewal

Transfer Funds from bank in home country

Invite relatives to visit Canada

U.S. Visa Application

(If inviting for Convocation, forward to the Graduation Officer)

Military Service Letter

(Student should book an appointment with International Advisor after paying fee.)

Other (please explain): \_\_\_\_\_

### Student Information

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
(Family Name) (First Name)

Current Study Permit Expiry Date: \_\_\_\_\_  
(dd/mm/yyyy)

I would like to pick up my letter at:  Surrey Campus  Richmond Campus

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Forms are processed within fifteen (15) working days.  
All forms can be picked up at OISS (Surrey campus: Cedar 2005. Richmond campus 1565).*

### For Office Use Only

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

*Please check GOAINTL to ensure there is a copy of current study permit on file with Kwantlen.*

Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

Notes: \_\_\_\_\_

**Any questions? Come see us!**

Office of International Students & Scholars  
Richmond 1565, Surrey Cedar Building 2005  
[www.kwantlen.ca/oiss](http://www.kwantlen.ca/oiss)