

**PLEASE PRINT**

PERSONAL INFORMATION	PLEASE READ CAREFULLY
STUDENT NUMBER	<ol style="list-style-type: none"> <li><b>Students must pick up letters/forms requested, unless otherwise noted on this request.</b></li> <li>Letters and forms are prepared in the order in which requests are received. Normal processing time is seven (7) working days. There is a \$15.00 charge per letter/ form.</li> <li>During peak periods at least ten (10) working days should be allowed to process letter/form requests.</li> <li>Processing time for rush letters or forms is 48 hours (weekends and holidays not included). There is a \$32.00 charge for each rush letter or form requested. Please note that rush requests may be denied during peak periods.</li> <li>A letter/ form request will not be processed if any University account is outstanding. All debts must be cleared before a letter or form request will be processed.</li> <li>Student records are confidential and letter/form requests are processed only on the signed, written request of the student.</li> <li>Information on this form, as per section 35 of the Freedom of Information and Protection of Privacy Act of British Columbia, will be used, on a confidential basis, for the purposes of admission, registration, research, alumni, development and other purposes consistent with the mandate of the institution. Any question concerning the collection and use of this information should be directed to the Registrar.</li> </ol>
SURNAME – FAMILY NAME                      GIVEN NAMES	
PROGRAM	
DAYTIME PHONE NUMBER	
EMAIL ADDRESS (please provide only if not currently attending Capilano University)	
STUDENT'S SIGNATURE                      DATE	

LETTER/FORM REQUEST INFORMATION
<p>Choose one of the following:</p> <p><input type="checkbox"/> <b>FORM ATTACHED:</b> (i.e. CPP, USC scholarship form, CST scholarship form etc.) If you are returning to Capilano University next term and changing programs, please specify your program of study _____</p> <p><input type="checkbox"/> <b>LETTER REQUIRED TO EXTEND STUDY PERMIT</b>      Current Study Permit Expiry Date: _____ (There is no charge for this letter unless rush processing is requested. Rush processing for this letter is \$17.00.)</p> <p><input type="checkbox"/> <b>LETTER REQUIRED FOR:</b> (Choose one) Reentry to Canada _____ <b>OR</b>      US Visa _____</p> <p><input type="checkbox"/> <b>LETTER REQUIRED TO CONFIRM ATTENDANCE</b></p> <p><input type="checkbox"/> <b>LETTER REQUIRED TO CONFIRM PROGRAM COMPLETION</b> (Bachelor's Degree, Associate Degree, Diploma) (Capilano University will forward this letter to the institution requested below) Application for Graduation form attached _____ <b>OR</b> Application for Graduation form previously submitted _____ Send to SFU _____ <b>OR</b>      Send to UBC _____ <b>OR</b>      Other _____</p> <p><input type="checkbox"/> <b>LETTER OF PERMISSION REQUIRED TO STUDY AT ANOTHER INSTITUTION</b> Institution: _____ Course(s) requested at the other institution: _____</p> <p><input type="checkbox"/> <b>OTHER LETTER REQUIRED</b> (please specify) _____ _____</p>

OFFICE USE ONLY
Special Instructions/Notes: _____ _____ _____
Date Completed: _____      Completed By: _____

PAYMENT INFORMATION (Fill out this portion of the form ONLY if faxing or mailing your request.)
<p><b>AMOUNT DUE:</b> (please check one of the following):            _____ \$15.00 per letter/form (REGULAR)      <b>OR</b>      _____ \$32.00 per letter/form (RUSH)      <b>OR</b>      _____ \$17.00 for Study Permit extension (RUSH)</p> <p><i>If paying by credit card, please include the following information:</i></p> <p>MasterCard/Visa Number _____      Expiry Date _____</p> <p>Name on Credit Card _____      Signature of Cardholder _____</p>