

**STUDY PERMIT RENEWAL LETTER REQUEST**

Registrar's Office, North Vancouver Campus

 Email: [registration@capilanou.ca](mailto:registration@capilanou.ca)

ELIGIBILITY		
1. Current student of Capilano University (registered in current &/or upcoming term) in a credential program, and 2. Estimated graduation date on your Letter of Acceptance is no longer accurate (that is, you will be graduating later than the date on your LOA).		
PROCESS		
1. If you meet the above eligibility, complete sections 1 and 2 of this form. 2. Email completed form to <a href="mailto:registration@capilanou.ca">registration@capilanou.ca</a> with subject line "Request for Study Permit Renewal" from your CapU email . <ul style="list-style-type: none"> <li>• Optional: include a copy of your Letter of Acceptance</li> </ul> 3. If eligibility is met, an Academic Advisor will complete Part 3 of the form and send the form to Registration for processing. 4. If estimated graduation date from program plan <b>does not</b> match estimated graduation date on Letter of Acceptance, Registration will complete the Study Permit Renewal Letter and an electronic copy will be sent to your CapU email.		
Processing time is <b>fourteen (14) business days</b> . <i>Note: during peak periods, it is twenty-one (21) business days or longer</i>		
PERSONAL INFORMATION – PART 1 Complete all information in this section		
STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
CURRENT PROGRAM OF STUDY	SIGNATURE	DATE (MM/DD/YYYY)
CURRENT STUDY PERMIT INFORMATION – PART 2		
EXPIRY DATE	ANTICIPATED GRADUATION DATE ON LETTER OF ACCEPTANCE	
ANTICIPATED GRADUATION DATE – PART 3 To be completed by an Academic Advisor		
ESTIMATED ANTICIPATED GRADUATION DATE	ADVISOR NAME	DATE
ADDITIONAL NOTES		
REGISTRAR'S OFFICE ONLY		
CONFIRMED CURRENT STUDY PERMIT EXPIRY DATE	LETTER GENERATED	
	<input type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/> No</span>	