

## LETTER OR FORM REQUEST

Registrar's Office, North Vancouver Campus

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

### PLEASE READ CAREFULLY

#### To submit a request:

- Complete Parts 1 and 2 of the form
  - Attach/include form to be completed, if applicable. Please ensure all sections of the form, including personal information are completed prior to submitting.
- Submit completed form to [registration@capilanou.ca](mailto:registration@capilanou.ca)
- If there is a charge for your request, payment must be made before a letter/ form is completed. See Part 3 of this form.

#### Please note:

- Letters are provided in electronic (PDF) format only and will be emailed to your CapU email account. Transcripts accompanying Program Completion/Post-Graduate Work Permit Letters are provided by mail only and will not be emailed.
- Letter and form requests are processed by the Registrar's Office only on the signed, written request of the student. Third parties cannot submit a request on behalf of a student.
- Rush options are not available.

### PERSONAL INFORMATION – PART 1 Complete **all** information in this section

STUDENT NUMBER	LEGAL LAST NAME	LEGAL FIRST NAME
SIGNATURE		DATE (MM/DD/YYYY)

### TYPE OF LETTER/FORM – PART 2

STANDARD FEE

- |  |        |
|--|--------|
| <input type="checkbox"/> <b>ABE Enrolment Verification Letter</b><br>For students registered in Adult Basic Education Classes <b>ONLY</b>  | no fee |
| <input type="checkbox"/> <b>E.I. Funding Letter</b><br><input type="checkbox"/> FORM ATTACHED  | 20.00  |
| <input type="checkbox"/> <b>Program Completion/Post-Graduate Work Permit Letter</b> , <i>includes hardcopy transcript mailed separately</i><br><input type="checkbox"/> Canadian address listed on myCapU Account; international addresses are not accepted<br><input type="checkbox"/> Application for Graduation submitted online w/ all required courses complete<br><input type="checkbox"/> Hold for final grades | 20.00  |
| <input type="checkbox"/> <b>Off-Campus Work Permit Confirmation of Enrolment</b>   | no fee |
| <input type="checkbox"/> <b>Form attached:</b> Canada Pension Plan (CPP), USC scholarship, CST scholarship, etc.<br><input type="checkbox"/> Email completed form to myCapU email<br><input type="checkbox"/> For pick-up (Student ID or Third Party Authorization required)   | no fee |
| <input type="checkbox"/> <b>Other Letter Required</b> (indicate below or attach a description of requirements)<br>_____<br>_____   | 20.00  |

### PAYMENT – PART 3

**Payment is required before your request will be processed. Requests will not be processed if any University account is outstanding.**

Payments can be made through online banking, in person at your bank, or through your [myCapU Account](#) (Visa/Debit and MC/Debit are not accepted online). You can also pay in person at the [Student Financial Accounts](#) (Library Building, room LB140, North Vancouver campus). Please note that the Student Financial Accounts does not accept cash payments or e-transfers. For more information, visit [capilanou.ca/how-to-pay](http://capilanou.ca/how-to-pay).