



## LETTER REQUEST FORM

DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

YOUR CURRENT ADDRESS (Must be filled and have Apt/Unit Number)

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CITY: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

LETTER TYPE:

- STUDY PERMIT Expiry Date: \_\_\_\_\_ (yy/mm/dd) \_\_\_\_\_ # of courses registered
  - CHANGE OF STATUS (Change of Conditions: Work off campus, Change of Program or Province)
- TEMPORARY RESIDENT VISA (Passport Visa)
- LETTER FOR TUITION FEE REFUND FROM ANOTHER INSTITUTION
- SUPPORT SPOUSAL LETTER (Not an Invitation Letter)

**(Your valid study permit must be submitted with the letter request.)**

\*\*LETTER OF ENROLLMENT is available on the Student Portal <http://ccllogin.ca/> \*\*  
(ex. Change of DLI Number, Registration Letter or Visiting another country)

**Coquitlam College does not refund a deposit once a student receives one of these letters**

Students must be in good standing order to receive above letters. Students on probation may not be eligible for above letters.