

Letter Request Form

Submit the completed form by email to letters@coquitlamcollege.com with the subject line "Letter Request Form" and include a **copy of your valid study permit** as an attachment.

The current processing time for letter requests is up to five (5) business days. Requests for study permits must be submitted at least five (5) months in advance.

There is **no refund** on the tuition deposit once a letter has been issued. Please refer to *Tuition, Other Fees and Refunds* policy on the college website for details.

Students must be in good standing to receive the requested letters. Students on probation may not be eligible.

Letter of Enrollment is available through the Student Portal.

Do NOT send a duplicate request as this will delay the processing time.

STUDENT INFORMATION		
Legal Last Name (Family Name)	Legal First Name (Given Name)	
Date of Birth (yyyy/mm/dd)	Student #	
CONTACT INFORMATION		
Street Address	City	
Province/State	Postal Code	Country
Email Address	Telephone Number	
LETTER REQUEST OPTIONS		
Please select which letter you'd like to request. <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;"> Study Permit Expiry Date: _____ (yyyy/mm/dd) </div> <div style="clear: both;"></div> <div style="margin-left: 20px;"> <input type="checkbox"/> Temporary Resident VISA Letter <input type="checkbox"/> Study Permit Extension Letter <input type="checkbox"/> Simple Letter of Acceptance (for tuition refund requests from other institutions) <input type="checkbox"/> Detailed Letter of Acceptance (choose from the following): <div style="margin-left: 20px;"> <input type="checkbox"/> Change of DLI Number <input type="checkbox"/> Restore your status as a student <input type="checkbox"/> Change of level of studies (from high school to post-secondary) </div> </div>		
DECLARATION OF APPLICANT		
<input type="checkbox"/> I hereby confirm that, to the best of my knowledge, I have fulfilled all the specified graduation requirements. <input type="checkbox"/> I affirm that the information provided above is complete and accurate to the best of my understanding.		
Student Signature	Date (yyyy/mm/dd)	