

REQUEST for LETTER

Note: Issue of letter is on condition that the student has paid fees and registered in the current and at least one immediate upcoming terms. Please enclose \$5 for each letter, and allow 5 working days for processing.

Section I

- Is your status in ROSI showing as "Registered" under Course Enrolment? Yes No
- If the answer to the previous question is NO, have you paid fees for the current session yet? Yes No
- If yes, when? _____ (date of payment) and please attach written proof of payment.

Section II

- I am requesting a letter to certify my current registration status with Regis College.**

Recipient's Name and Address:

Purpose _____

Current Program(s) _____ Expected Date of Completion _____ (mm/yyyy)

- I am requesting a letter to be addressed to Citizenship & Immigration Canada**

___ For **extension of Study Permit**

My current Study Permit No.: BB _____ Expiry date: _____

Current Program(s) _____ Expected Date of Completion _____ (mm/yyyy)

___ For **re-entry to Canada**

Departure Date _____ Return Date _____

Country (Countries) of Visit _____

Purpose of Visit _____

Travel Contact Address & Phone No. (must indicate if visiting USA)

My current Study Permit No.: BB _____ Expiry date: _____

Current Program(s) _____ Expected Date of Completion _____ (mm/yyyy)

Student Name _____
(Lastname) (Firstname) (Student No.)

Email Address _____ Phone _____

Signature _____ Date _____