

REQUEST for LETTER

Note: Issue of letter is on condition that the student has paid fees and is registered (REG) in the current and at least one immediate upcoming terms.

Please pay \$5 for each letter, and allow 5 working days for processing. Payment can be made on-line:
<https://regis.z2systems.com/np/clients/regis/eventRegistration.jsp?event=980&>

Section I

Is your status in ACORN 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

My current Program _____ Expected Date of Completion _____(mm/yyyy)

I am requesting a letter **to certify my current registration status with Regis College**. Please indicate below the name and address of the recipient of the letter:

Purpose _____

I am requesting a letter to be addressed to Immigration, Refugees and Citizenship Canada **for renewal of Study Permit**.

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

Others (please provide brief information)

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

Email Address _____ Phone _____

Signature _____ Date _____