

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 \$5.50 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

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Is your status in ACORN showing as “Registered” under Course Enrolment? Yes No

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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 _____