



INTERNATIONAL LETTER REQUEST

International Student Centre (ISC)

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

E isc_info@bcit.ca T 604.432.8816

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in was saved, 6) Submit to isc_info@bcit.ca.

All letters are issued to the student's myCommunications. Requests for letters of verification required to apply for a study permit from Immigration, Refugee and Citizenship Canada (IRCC) must be submitted a minimum of 8 weeks prior to the start of courses.

First Name		Last Name		Student ID A0	
Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (DD-MM-YY)	Country of Citizenship		Study Permit Expiry Date	
Current Status in Canada <input type="radio"/> Study Permit <input type="radio"/> Work Permit <input type="radio"/> Visitors Visa <input type="radio"/> Diplomat <input type="radio"/> Refugee <input type="radio"/> Other			Email Address		Phone
Program Name				Start Date	
				Expected End Date	
Program Type <input type="radio"/> Full-time <input type="radio"/> Part-time		Credential: <input type="radio"/> Associate Certificate <input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Bachelor's Degree <input type="radio"/> Masters <input type="radio"/> Graduate Certificate <input type="radio"/> Advanced Diploma			

PURPOSE OF LETTER

Choose one of the following: <input type="radio"/> Confirmation of Enrollment* (specify purpose in space provided) <input type="radio"/> Co-op work permit** (indicate start and end date of work term) <input type="radio"/> Confirmation of Graduation (PGWP)***	Explain letter details here:
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*Issuance subject to academic standing.

**Co-op work permit letter is issued free of charge

***Part-time program and full-time modified students must submit "Application for BCIT Credential" form to Student Records. Letters are issued when credential is awarded

Refunds will not be issued once letter is prepared per student's request. Any changes to the issued letter may incur additional charges.

Your mailing address will be included on your letter. Please ensure that your address is updated through your myBCIT account

Service fee — \$20 (up to 5 business days)

I have read and understand the above information.

Student Signature	Date Signed
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PAYMENT IS ACCEPTED IN PERSON BY CREDIT CARD, DEBIT OR CASH AT THE BURNABY ISC, DOWNTOWN ISC, OR AT THE ATC CAMPUS. TO PAY BY CREDIT CARD OVER THE PHONE PLEASE CALL 604.432.8816.

Directory of Records Classification: 2100-20

BCIT collects your personal contact information and program information in order to assist you in obtaining a letter from BCIT.