



Request for Verification of Enrolment

For Domestic Students

Important! We will not be able to process your letter or complete your document request if:

- You have not paid your deposit
- You are not enrolled in courses for the requested term(s)
- You have outstanding fees

Student Name:	
Camosun Student ID Number:	Telephone:
I declare that I am the individual named above and this is my signature. I authorize Camosun College to release the information below:	
Student Signature:	Date:
Authorized for pick up:	
A Verification of Enrolment is issued as a letter or a completion of a form completed by a School Official (including a stamp/seal). Please complete the sections below:	
First, please indicate the following terms for the verification of enrolment request: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SUMMER Please state ACADEMIC TERM YEAR for current or past enrolments only (e.g. 2016):	

<input type="checkbox"/> LETTER OF ENROLMENT - \$10 - an electronic letter (PDF) will be <u>emailed</u> to your email address on record
Letters of enrolment include: Academic Term, Enrolment Dates, Program Name, Program Length, and Enrolment Status (PT or FT).
Additional information or instructions:
<small>*NOTE: There is no pick-up option for Letters of Enrolment</small>

<input type="checkbox"/> ENROLMENT FORM OR SCHOOL STAMP- \$10		
Forms are provided to you from a third party such as Service Canada, Scholarship Fund or a RESP fund (CST, Knowledge First etc.)		
<input type="checkbox"/> FAX or SCAN – (additional \$3)	Attn. to:	Fax/Email:
WHERE WOULD YOU LIKE TO PICK UP YOUR <u>ENROLMENT FORM</u>?		
<input type="checkbox"/> LANSLOWNE Student Records – Isabel Dawson 1 st floor		
<input type="checkbox"/> INTERURBAN Student Records – Liz Ashton Campus Centre 2 nd Floor. Mondays and Wednesdays ONLY . Closed 1-2pm.		

If paying in person you do not need to include payment information. A Payment of \$10 per verification of enrolment is required (this includes an official school stamp or seal). Fax or Scanned copy is an additional \$3.		
Credit Card Number:		
Expiration Date:	CVD:	Signature: