

CONFIRMATION OF ENROLMENT



Special Purpose Request

Confirmation of Enrolment letters indicate the purpose of the letter, whether you are attending full-time or part-time, the number of credits, the semester and the program in which you are currently enrolled at Kwantlen. Confirmation of previous semesters may be obtained by ordering an official transcript. All Confirmation of Enrolment, Special Purpose Requests are subject to a \$20 fee.

Student Information:		
First Name	Last Name	Student Number
Student Signature		Date

Please indicate the reason for this request and the information to be included:

Will pick up from Student Enrolment Services at:

Surrey Campus Richmond Campus Langley Campus

Check here for authorization of letter to be picked up by someone other than the student.

Name of person: _____

Please note that photo ID is required for all pickups. Documents will not be mailed out unless a self-addressed stamped envelope is provided. All forms will be processed within five (5) working days of the date received at Student Enrolment Services.

Office Use Only			
Date Received	Received by	Date Processed	Processed by
Notes			