



# CUSTOMIZED LETTER OF VERIFICATION REQUEST

## Student Records

SW1–1st Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.432.8353 F 604.431.0817 E records@bcit.ca

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

### PLEASE NOTE:

- Standard letters of verification are available online. Go to [my.bcit.ca](http://my.bcit.ca) to order a standard letter.
- International students must request letters of verification from the International Student Centre. Visit [bcit.ca/international/services/forms](http://bcit.ca/international/services/forms) for the request form.
- Standard and Custom Letters of Verification provide proof of enrolment only. Visit [bcit.ca](http://bcit.ca) to confirm tuition, book or supply costs.

Fields marked with an asterisk (\*) are mandatory.

### PERSONAL INFORMATION

Your BCIT ID Number* <b>AO</b>	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
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### CONTACT INFORMATION

Please provide at least one phone number\*

Mailing Address (number and street)*		Home Phone Number	
City*	Province	Postal Code*	Mobile Phone Number
Country*	Email Address*		

### PROGRAM INFORMATION

Program Name (if applicable)
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### LETTER REQUESTED\*

### DELIVERY REQUESTED\*

Customized Letter of Verification: <input type="checkbox"/> Regular processing: \$11.00 (5 business days) Please specify the information required in your letter below.	<input type="checkbox"/> Pick up at Burnaby Campus, SW1–1st floor. <input type="checkbox"/> Mail via Canada Post (allow 5 to 10 business days). <input type="checkbox"/> Fax document. Indicate fax number: _____
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### INSTRUCTIONS

Specify the information required in your letter.
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### STUDENT AUTHORIZATION

Signature*	Date (DD-MMM-YYYY)*
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### PAYMENT INFORMATION

For security reasons, please do not email your credit card information. We can accept payment information through our secure fax number, over the phone or in-person.

<input type="checkbox"/> Cash/Debit – in-person only <input type="checkbox"/> Cheque, bank draft or money order payable to BCIT.	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	Credit Card No.      Expiry (MM-YYYY)      Card Holder Signature