



INTERNATIONAL SCHOOL LETTER REQUEST

International Student Centre

3700 Willingdon Avenue, SW1-1170

Burnaby, BC V5G 3H2

T 604.432.8816 • F 604.430.9042 • E isc_info@bcit.ca

Pick up Mail

First Name		Last Name	Student ID A00
Gender <input type="radio"/> Male <input type="radio"/> Female	Date of Birth (dd/mm/yy)	Country of Citizenship	CIC Client ID Number
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"/> Live-in Caregiver <input type="radio"/> Refugee			
Program Name			
<input type="radio"/> Full-time/Day School <input type="radio"/> Part-time/Night School		Credential: <input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Post Diploma <input type="radio"/> Bachelor's Degree	

PURPOSE OF LETTER

<input type="radio"/> Initial/new study permit application <input type="radio"/> Study permit extension <input type="radio"/> Canadian entry visa <input type="radio"/> Co-op work permit application <input type="radio"/> Post-graduate work permit application <input type="radio"/> Passport renewal <input type="radio"/> US entry visa <input type="radio"/> Inviting family member(s) to visit (add family name(s)) <input type="radio"/> Banking or tax purposes <input type="radio"/> Other	If Other, explain purpose?
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Refunds will not be issued once letter is prepared per student's request.

DELIVERY SERVICE (Rush requests must be submitted by 12:00 noon for same day service)

<input type="radio"/> Rush – same day service \$35 (same day pickup after 3:00 pm) <input type="radio"/> Specialized custom letter \$35 (same day pickup after 3:00 pm) <input type="radio"/> Rush – next day service \$25 (next business day after 10:00 am) <input type="radio"/> Regular service \$15 (up to 5 business days) <input type="radio"/> Additional original \$10 each	I will pick up letter at: <input type="radio"/> International office <input type="radio"/> Airport campus <input type="radio"/> Downtown campus
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RUSH AND CUSTOM LETTERS CAN ONLY BE PICKED UP AT THE BURNABY CAMPUS.

<input type="radio"/> Mail letter to my home (please ensure your home address on your myBCIT account is current).

I authorize the following person to pick up my school letter on my behalf:

First Name	Last Name
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TO STUDENT INFORMATION AND ENROLMENT SERVICES

Payment Amount \$	Release Date (if applicable)	Detail Code (if applicable)
International Student Entry Program (ISEP)		

CREDIT CARD INFORMATION

<input type="radio"/> VISA <input type="radio"/> MasterCard	Card Holder's Name
Card Number	Expiry Date (mm/yy)

I have read and understand the above information.

Student Signature	Date Signed
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Directory of Records Classification: 2100-20

BCIT collects your personal contact information, area of study, and payment information in order to assist you in obtaining a letter from the BCIT program area.