



DOCUMENT REQUEST

Mail: Attention: Student Records
In Person: Student Information and Enrolment Services
SW1-1st Floor, 3700 Willingdon Avenue, Burnaby, BC V5G 3H2
T 604.432.8498 • **F** 604.431.0817

STOP!

- **International students please complete Verification Letter form for International students at bcit.ca/international/student/forms.**
- **If you attend BCIT in 1993 or prior, contact Student Records at 604.432.8353 before completing this form.**

Please check document required: *Please allow up to 5 business days for processing unless otherwise indicated.*

Document Requested

- Duplicate Log Book \$25.00 (passport photo required)
- Duplicate Diploma/Certificate \$75.00 (allow 2-4 weeks for processing. Affidavit from page 2 required)
- Verification Letter – Standard No charge
- Customized \$10.00
- RUSH \$25.00 (within 24 hours) delivery not included
- Duplicate Tax Receipt – T2202A No charge (This applies to receipts from 2002 and prior only. Duplicate receipts from 2003 and onwards are available through mybcit.ca)
- indicate tax year _____

Delivery Requested

- Student to pick up in person at BCIT in Student Information and Enrolment Services: SW1-1st Floor (photo ID required)
- Student to arrange for courier pick up in Shipping and Receiving (NE9, Room 160)
- BCIT to mail (via Canada Post, please allow additional 5 business days)
- BCIT to fax document via regular service (5 business days, originals to follow via mail service)
- BCIT to fax document via RUSH service (within 24 hours, originals to follow via mail service – \$25 charge)

Address change Yes No Effective Date _____

FOLLOWING INFORMATION MUST BE COMPLETED

Name*	Student No*.
Permanent Address*	
City/Town*	Province*
Country*	Postal Code/Zip*
Home Phone*	Business Cell
Program	<input type="radio"/> Day School <input type="radio"/> Night School
Dates of Attendance – Start (dd/mm/yy)*	Finish (dd/mm/yy)*
Graduated <input type="radio"/> Yes <input type="radio"/> No	Date of Birth (dd/mm/yy)*

* Required Fields

Additional instructions: We confirm proof of enrolment only. For information regarding tuition fees, books, programs, etc., please visit our web site at bcit.ca.

FOLLOWING INFORMATION MUST BE COMPLETED

<input type="radio"/> Visa <input type="radio"/> MasterCard <input type="radio"/> American Express <i>(please choose one)</i>	
Credit Card Number	Expiry Date
Name of Cardholder	
Mailing Address (if different from above)	
Student Signature*	Date*

The personal contact and academic information is used for the purposes of determining any financial obligations, reviewing program requirements and completion status, and other purposes related student academic records-keeping.



REQUEST FOR DUPLICATE CREDENTIAL

Mail: Attention: Student Records

In Person: Student Information and Enrolment Services,
SW1-1st Floor, 3700 Willingdon Ave., Burnaby, BC V5G 3H2

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Duplicate Diplomas, Certificates and Degrees are only granted in the case of the original being lost or damaged and in the case of a legal name change. If your credential has been damaged or you have had a change of name, we would require the original document to be returned to us. We will be glad to prepare a new credential for you.

If your credential has been lost, we will require you to complete the below Affidavit and provide a written letter explaining the loss. Please give as much detail as you can.

The fee for a duplicate credential is \$75.00 except for name change request. The fee must be prepaid. We accept cheques, money orders, Visa, MasterCard or American Express.

AFFIDAVIT

CANADA) In the matter of _____
)
) Name _____
 PROVINCE OF)
)
 BRITISH COLUMBIA) Student Number or S.I.N _____

LOSS OF CERTIFICATE/DIPLOMA awarded to me by BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY in

Name of Program _____ Year _____

I, _____ of _____
Name Street Address

_____, do solemnly declare that:

1. I do not know the whereabouts of the Certificate/Diploma awarded to me upon my successful completion of said course/program and believe the certificate/diploma is lost.
2. I have made a diligent search for the said Certificate/Diploma and I have been unable to locate it.
3. I have never received the original Certificate/Diploma.

Signature

WITNESS

)
)
 Name)
)
)
 Address)
)
)
 Date)

Signature