

DOCUMENT 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:

- International students must request Verification of Enrolment letters through the International Student Centre. Visit bcit.ca/international/services/forms for the request form.
- If you attended BCIT in 1993 or prior, please contact Student Records before completing this form.
- Verification of Enrolment letters provide proof of enrolment only. For information regarding tuition, books, etc., visit bcit.ca.

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

PERSONAL INFORMATION

Your BCIT ID Number*	Legal First Name (given name)*	Legal Last Name (family name)*	Birth Date (DD-MMM-YYYY)*
A0			

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)	Attendance* <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance Start Date (DD-MMM-YYYY)*	Attendance End Date (DD-MMM-YYYY)*	

DOCUMENT REQUESTED* – Unless otherwise indicated, please allow **5 business days** for processing.

Verification of Enrolment Letter: <input type="checkbox"/> Standard letter: no charge <input type="checkbox"/> Customized letter: \$11.00 (please specify instructions below) <input type="checkbox"/> Rush 24 hour processing: \$26.00	<input type="checkbox"/> Replacement Credential: \$77.00 (2–4 week processing time) Complete the affidavit on the second page of this form.
	<input type="checkbox"/> Duplicate Log Book: \$26.00 A passport photo is required.
	<input type="checkbox"/> Duplicate Tax Receipt (T2202A). Indicate tax year: _____ 2002 and prior only. Receipts 2003 onwards are available through myBCIT.

DELIVERY REQUESTED*

ADDITIONAL INSTRUCTIONS

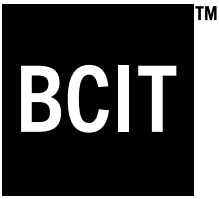
<input type="checkbox"/> Pick up at Burnaby Campus SW1-1st Floor. <input type="checkbox"/> Mail via Canada Post. <input type="checkbox"/> Fax document. Please indicate fax number.	Please specify any additional instructions.
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PAYMENT INFORMATION – Please do not email your credit card information. We accept payment through our secure fax, over the phone or in-person.

<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express	Card Number	Expiry (MM-YY)
Cardholder Name	Mailing Address (if different from above)	

STUDENT AUTHORIZATION

Signature*	Date (DD-MMM-YYYY)*



REQUEST FOR REPLACEMENT CREDENTIAL

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Replacement 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 require that you return the original credential before a replacement can be created for you. If your credential has been lost, complete the below affidavit and provide a written letter explaining the loss.

The fee for a replacing a lost or damaged credentials is \$77.00. Replacing a credential due to a legal name change is free of charge. Any fees must be prepaid. We accept cheques, money orders, Visa, MasterCard and American Express.

AFFIDAVIT

Name _____

BCIT ID number _____

Name of program _____

Year of issuance _____

DECLARATION

I, _____ of _____
Name Street Address

do solemnly declare that:

1. I do not know the whereabouts of the credential awarded to me upon my successful completion of said course/program and believe the credential to be lost;
2. I have made a diligent search for the said credential and I have been unable to locate it; OR
3. I have not received the original credential.

Signature

WITNESS

Name

Address

Date

Witness Signature