



CUSTOMIZED LETTER OF VERIFICATION REQUEST

Student Records

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

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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 to order a standard letter.
- International students must request letters of verification from the International Student Centre. Visit bcit.ca/international-students/international-letters-verification for the request form.
- Standard and Custom Letters of Verification provide proof of enrolment only. Visit bcit.ca to confirm tuition, book or supply costs.

Fields marked with an asterisk (*) are mandatory.

PERSONAL INFORMATION

Your BCIT ID Number* AO	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)

LETTER REQUEST*

Customized Letter of Verification: Cost: \$11.00 per letter Processing time: 5 business days	Please select your delivery method <input type="checkbox"/> Mail via Canada Post (allow 5 to 10 business days) <input type="checkbox"/> Email to my BCIT email address: Please specify the information required in your letter below.
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Specify the information required in your letter.
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PAYMENT INFORMATION

Student Information and Enrolment Services will contact you for the processing fee (\$11.00) once the customized letter of verification has been processed
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STUDENT AUTHORIZATION AND ACKNOWLEDGEMENT

<input type="checkbox"/> I acknowledge the processing fee.	Date (DD-MMM-YYYY)*	Signature
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