

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm/dd/yyyy)	Email	
Last name (Family name) <small>(Previous last name)</small>	First name (Given name) <small>Middle name</small>		
Address		Home phone number	
City	Province	Postal code	Cell phone number

Current Program _____ **Expected date of completion** _____

Current term (circle one) 1 2 3 4 5 6 7 8 co-op

I need the letter for a:

- | | |
|---|--|
| <input type="checkbox"/> Bank letter | <input type="checkbox"/> Co-op/work permit |
| <input type="checkbox"/> Study permit extension | <input type="checkbox"/> Entry Visa |
| <input type="checkbox"/> American Visa | <input type="checkbox"/> Travel letter: Date leaving _____ Returning _____ |

- Graduate invite for family
- Graduate work permit
- EAP to postsecondary
- Multiple programs for post-grad work permit
- Other, please specify: _____

- Two business day processing time for special letter requests
- Letters will not be provided to students who have fees outstanding
- You must be currently registered in courses. If you are not registered or are returning to Georgian College, please visit your coordinator
- Graduate work permit takes five business days to process

Email a copy of the letter to student

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of requests for International student letters.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Registrar@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.

Student signature _____ Date _____

FOR OFFICE USE ONLY

Letter is ready for pick up Letter request to mail Date: _____

Letter is not ready Not Registered Not Paid Require Tracking Sheet Mail Email Paid

Notes: _____
