



Confirmation of Enrolment Request

If you are writing on this form, ensure you print clearly.

Upload the request form through [myVCC](#): choose **myServices**, and in the **International Students** tile, click on **Upload Documents**.

[Check letter processing time](#) and [view instructions for uploading documents at myVCC](#)

Personal Information

VCC Student Number:

VCC Program:

Last name (family name):

First name (given name):

Canadian/local home address:

Phone Number:

Date of Birth:

Email Address (for this email to be sent):

☐ I confirm I have [updated the above contact information](#) (mailing address, phone number and email address) on my [myVCC](#) account, and understand that missing or inconsistent information may result in a delay of letter issuance.

Acknowledgement

By signing this letter request, I confirm that I have read and understood all of the following.

- A charge of **\$15.00** will be placed on my VCC student account once I submit this letter request.
- If I have a **Hold** on my account, the letter will not be issued until the hold has been resolved.
- All fees associated with registration for the **current term** must be paid in full before my Upass becomes activated for the eligible month(s).
- If I am inviting my family to visit Canada, I may follow the instructions [here](#).
- Do not use this letter for your Study Permit Extension application. Instead, use the Study Permit Extension Support Letter

Student Signature: _____