



STUDENT INFORMATION

Student ID: _____

Legal Last name: _____ Legal First Name: _____

Former name(s): _____ Date of Birth: _____

Current Mailing Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

Personal Email: _____

It is your responsibility to ensure that you have provided accurate contact information as this information is used to process all requests.

OFFICIAL LETTER REQUEST

Program name: _____

Certificate Diploma ELL/Upgrading Open Studies/Continuing Education

Withdrawal/Former Learner Letter

Graduation Letter

Specialized Letter*

Please note that Confirmation of Enrolment Letter requests for future and active learners need to be submitted through [MyBVC portal](#).

Letters will be issued through MyCreds platform to the personal email account provided on the form. A fee of \$15 will be charged within the platform each time a document is shared with a recipient or downloaded as a PDF file.

*A fee of \$20 will be charged for all non-standard official college letters

STUDENT AUTHORIZATION

Student Signature: _____ Date: _____

INTERNAL USE ONLY Processed by: _____ Date Received: _____

Consent Regarding My Personal Information

The personal information collected on this form or in conjunction with this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta) and the Post-secondary Learning Act (Alberta). This personal information is required to administer my enrolment in courses at Bow Valley College (the "College").

For more information regarding the collection or use of your personal information, contact the Office of the Registrar at 345-6th Avenue SE, Calgary, Alberta, T2G 4V1. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669. I hereby consent to the collection and disclosure of my personal information as described above.



What type of information is included in different types of letters?

Withdrawal/Former Learner Letter

Withdrawal/Former Learner Letter can be issued upon request to any former post-secondary learners who have not graduated from their post-secondary program, or any other former college student who studied at the college and withdrew from their program or completed coursework without officially graduating and receiving an accredited post-secondary level credential.

Graduation Letter

Graduation Letter can be issued upon request to any Bow Valley College alumnus who graduated from their program of studies prior to July 1, 2021.

The letter can also be issued upon request to any new international graduate.

Specialized Letter

Specialized Letter is any type of official college letter that is non-standard and requires to be customized for learners.

How do I request an official letter?

You can request the official letters listed on this form by filling it out and sending it to records@bowvalleycollege.ca

Confirmation of Enrolment Letter requests for future and active learners need to be submitted through [MyBVC portal](#).

Please note that only you the student can request official documents.

Processing times and fees

All standard official letter requests are processed within 5 business days.

Specialized letters may take up to 10 business days to process.

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A \$20 fee will be charged for all non-standard official college letters

Is there any reason why the College would not issue an official letter that I requested?

If you have any outstanding fees owed to the college, we will not be able to issue any official letter nor provide verification information. If you have any questions about your outstanding fees, please contact the Office of the Registrar at 403-410-1400 to speak to a Registrar Services Representative about your student account.

What if I have any questions related to my official letter request?

If you have any questions about your official student record, please contact the Office of the Registrar or email records@bowvalleycollege.ca