

Official Letter and Form Request



STUDENT INFORMATION

Student ID: _____

Current BVC student Former BVC student Domestic International

Legal Last name: _____ Legal First Name: _____

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

Current Mailing Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____ Email: _____

Certificate Diploma ELL/Upgrading Open Studies/Continuing Education

It is your responsibility to ensure that you have updated your contact information as this information is used to process all requests. Please log into your MyBVC to make updates.

OFFICIAL LETTER REQUEST Reason for request: _____

Program Name: _____

- Confirmation Of Enrolment Letter
 Confirmation Of Withdrawal Letter
 Confirmation Of Graduation Letter

Delivery Options for Letters:

- Email to: _____ (sent within 5 business days)
 Rush Order - \$20 Rush Letter Fee will be assessed. Letters will be emailed the next business day after 2:00pm

Please note: students who require a physical copy of an official letter must contact records@bowvalleycollege.ca

ENROLMENT FORM REQUESTS - Forms to be filled out and signed by Registrar's Office

Form Type (e.g. CPP, Heritage Funds, Children's Education Funds, out of province licensing forms, etc.): _____

Delivery Options for Forms:

- Mail/fax/email directly to an institution or organization – Students will be contacted within 5 business days

Name of Institution: _____ Address: _____

City/Town: _____ Province: _____

Postal Code: _____ Phone: _____

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 official confirmation letters?

Confirmation of Enrolment Letters can be issued to students enrolled in classes in a current or future term. The letter includes your program name, your pace of study (part-time or full-time), your program start date, and the expected program end date. Certificate and diploma programs, Open Studies, ELL, Upgrading, Continuing Education and former students can request an official letter from the college.

Confirmation of Withdrawal Letters can be issued to students who have withdrawn from a Certificate or Diploma program. These letters include the program name, start date, last date of attendance, and program withdrawal date.

Confirmation of Graduation Letters can only be issued once students have been officially graduated from a Certificate or a Diploma program. These letters include your program name, credential type, and graduation date.

Please note that if you are an international student and have questions about requesting any of the confirmation letters, we advise that you speak with an International Student Advisor.

How do I request an official letter?

You can request an official letter and/or enrolment verification by completing the Official Letter and Form Request and submitting it to the Office of the Registrar, either in person, or by emailing the completed form(s) to records@bowvalleycollege.ca. *Please note that only you the student can request official documents.*

All official letter requests are processed within 5 business days. Official letters will be emailed to you. If you require documents after 2pm on the next business day, you will need to pay a rush processing fee of \$20. * Should you require a physical copy of an official letter you must contact records@bowvalleycollege.ca to make this special request.

What information do I need to include on a third party form to be filled out and signed by the Registrar's Office?

Students need to fill out their personal information fields and sign the consent portion of the form (if applicable). All Bow Valley College program information will be completed by the Office of the Registrar.

How do I submit a request to have a third party form filled out and signed by the Registrar's Office?

You can request that a form be completed by the Office of the Registrar by submitting both your form and this request to the Office of the Registrar, either in person, or by emailing documents to records@bowvalleycollege.ca. *Please note that only you the student can request official documents.*

The length of time to complete forms can vary based on the complexity of the information to be requested. Students will be contacted by the Office of the Registrar within five business days with more information.

Is there any reason why the College would not issue an official letter that I requested or fill out and sign a form?

Current students need to be enrolled in courses to request a Confirmation of Enrolment Letter or to have forms completed. Students who are enrolled in prior learning, have only been assessed for transfer credit, or have third party test enrolments (e.g. GED Test, IELTS) are not eligible for this type of letter or request. You can make a request once you have registered in courses. 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 Client Service Representative about your student account.

What if I have any questions related to my official letter and/or Enrolment Verification Form request?

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