

Personal information

Document Request Centre for Continuing Studies

Downtown campus

250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.443.8484 **f**: 604.443.8393

e: continuingstudies@vcc.ca

www.vcc.ca/cs

Please submit to Continuing Studies at <u>continuingstudies@vcc.ca</u>. Processing can take up to 10 business days from the date form and proof of paymentare received. Requests will not be processed without proof of payment.

If you are an international student and are requesting for a letter for immigration purposes (ie: study permit extension, TVR extension), please visit the International Education website to download the request form: https://www.vcc.ca/international/current-students/resources/forms/. These letters cannot be processed with Continuing Studies; please contact International Education directly.

		Student ID
Last name (family name)	First name	
Name while attending VCC (if different from above)	Birthdate (DD/MM/YYYY)	
Phone	Email	
Year(s) of attendance	Name of program/course	
Student signature	Date	
I am requesting the following		
☐ Confirmation of Enrolment letter\$12.60 each (GST incl.) ☐ Statement of Completion\$10.50 each (GST incl.)	☐ Replacement credential	\$26.25 each (GST incl.)
Special instructions:		
Mailing instructions		
☐ Do not mail, student will pick up in 10 days from the Continuing Stu	dies office.	
☐ Mail to the following address:		of, 202303
Address		CoMa 0072. ReOf. 20230329
City	Province	Postal code
		continued on next page —



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Pavment

☐ Cheque Enclosed (for mail submissions only)

☐ Receipt Enclosed (see below for instructions)

Proof of online payment

In order to avoid delays, we require that you submit proof of payment with your document request. Payment may be made in the following ways:

- 1) Online payment with credit card: Login to your student account at <u>vcc.ca/cs</u> and go to the Special Request section of your Student Portal. Add the appropriate number of requests to your shopping cart and complete the checkout process.
- 2) Phone or in-person payment: Call or visit the Continuing Studies registration office at the above phone number or address and pay with debit, credit, cash, or cheque.

When you have made your payment online, send your receipt as well as your filled in document request form to continuingstudies@vcc.ca.

Office use only		
Amount paid	Initials	Transaction number

The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.