



VCC International

## CONFIRMATION OF ENROLMENT – REQUEST FORM

Students requesting a Confirmation of Enrolment are required to submit this completed request form by email to [ieadmissions@vcc.ca](mailto:ieadmissions@vcc.ca). If you have a Hold on your account, your letter will not be issued until the hold has been resolved.

**\$15.00**

There will be a charge placed on you VCC student account for the letter request which you will need to pay when you make your next tuition payment. By submitting this form, you acknowledge that the charge will go on your account.

Check [www.vcc.ca/international/current-students/resources/forms/](http://www.vcc.ca/international/current-students/resources/forms/) for the most updated processing times.

**Please Print Clearly**

Date of Request: \_\_\_\_\_

Email letter to: \_\_\_\_\_  
(your email address)

### CONTACT INFORMATION:

# 000 _____	_____	Date of Birth	____/____/____
Student Number	VCC Program		Month Day Year
_____	_____	_____	_____
Family Name	First Name	Telephone Number	
_____	_____	_____	_____
Suite (Apt) #	Street	City	Postal Code

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

*\*Please note we do not issue invitation letters to facilitate students' families visit to Canada. For information how to write an invitation letter please visit [www.vcc.ca/international](http://www.vcc.ca/international)*