



School Letter Request Form

Last Name: _____ First Name: _____
 Birthdate: _____ PEN: _____
 Phone No.: _____ Email: _____

Type of School Letter

- Study Permit Extension No. of Copies _____ (includes a copy of your recent academic transcript)
 Canada Entry Visa No. of Copies _____ (includes a copy of your recent academic transcript)
 Letter of Enrollment No. of Copies _____
 Other Letters No. of Copies _____ (Please specify): _____
 *Parents Invitation Letter No. of Copies _____

Only fill out the following information if you request **"Parents Invitation Letter"*

Father's Name: _____ Mother's Name: _____
 Birthdate: _____ Birthdate: _____
 Passport No.: _____ Passport No.: _____
 Home Address (English): _____

Period of Visiting: _____

Choose From the Following Services

	Regular Service (5 business days)	Express Service (Next business day)
Custom Letters	<input type="checkbox"/> \$50	<input type="checkbox"/> Not Available
Canada Entry Visa / Study Permit Extension	<input type="checkbox"/> Free	<input type="checkbox"/> \$ 50
Enrollment Letter (Current Student)	<input type="checkbox"/> \$ 20	<input type="checkbox"/> \$ 50
Enrollment Letter (Previous Student – Graduated within 5 years)	<input type="checkbox"/> \$ 50	Not Available
Enrollment Letter (Previous Student – Graduated over 5 years)	<input type="checkbox"/> \$ 100	Not Available
Parents Invitation Letter (Current Student)	<input type="checkbox"/> \$ 20	<input type="checkbox"/> \$ 50
Parents Invitation Letter (Potential New Student)	<input type="checkbox"/> \$ 150	Not Available
Expedited Shipping	<input type="checkbox"/> Domestic = \$50	International = \$70

Payment MUST be made at the time the request is submitted.
 The processing fee in the above table is only for the first copy, additional copies are \$5 each.

Pickup Method

- Hold for pick-up Mail to my address above Scan to my email above
 Send to alternative address or email: _____

STUDENT SIGNATURE _____ **DATE** _____

For Office Use Only

Receipt No.: _____ Accountant: _____
 Completed by: _____ Completion Date: _____