



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC
Tel: 250-220-4888. Email: info@stjohnsacademy.ca

School Letter Request form

1. Student information

Last Name _____ First name _____
Date of Birth _____ PEN _____
Phone Number _____ Email Address _____

2. Type of School Letter

- Study Permit Extension Canada Entry Visa Letter of Enrollment
 Other Letters (Please Specify): _____
 Parents Invitation Letter (Fill out the following information) * School may require a copy of passport
- | | | | |
|--------------------|-------|---------------|-------|
| Father's Name | _____ | Mother's Name | _____ |
| Birth Date | _____ | Birth Date | _____ |
| Passport No. | _____ | Passport No. | _____ |
| Home Address | _____ | | |
| Period of visiting | _____ | | |

3. Choose From the Following Services

	Regular Service - PDF File (5 Business days)	Express Service – PDF file (Next business Day)
Study permit Extension/ Canada Entry visa	<input type="checkbox"/> Free	<input type="checkbox"/> \$50
Enrollment Letter (Current Student)	<input type="checkbox"/> Free	<input type="checkbox"/> \$50
Enrollment Letter (Previous Student - Graduated)	<input type="checkbox"/> \$50	Not Available
Parents Invitation Letter (Current Student)	<input type="checkbox"/> Free	<input type="checkbox"/> \$50
Other Letters	<input type="checkbox"/> Free	Not Available

4. Pick up Method

- Send to Email (Free)
 Mail to my address Domestic \$50 International \$70
 • Mailing Address _____

Parent (Student) Signature _____ Date: _____

Office Use Only

Note	_____		
Receipt No:	_____	Accountant (Sign)	Date: _____
Completed by	_____	Officer	Date: _____

Revised June 2022