Confirmation of Enrolment Request Form

BRIERCREST

Complete this form if you need an official letter from Briercrest College and Seminary confirming your student status. There is currently no fee for this request. Please allow 5 business days for processing. If the organization needing this confirmation has provided you with a document outlining the details they require, please attach it to this form. Should you require confirmation of enrolment for the National Student Loans Service Center, please do not use this form. Go to www.canlearn.ca for a Schedule 2 Form.

STUDENT INFORMATION & REQUEST DETAILS		
Last Name:	*First Name:*	*Last 4 Digits of Student ID:*
Contact (email or phone number):		
Purpose of letter confirming your enrolment:		☐ *I am an international student*
Please check the period of study to be confirmed: ☐ Sept 20___ - Apr, 20___ ☐ Jan - Apr, 20___ ☐ Sept - Dec, 20___ ☐ Other:		
The dated letter will consist of the following: - your name - your Briercrest student ID number - your enrolment status* - the start and end date of the period of study specified above - year of study - your declared program *full time status is 12 credit hours per semester in college; 9 credit hours per semester in seminary.	*If you require any extra information to be added to the letter, please indicate this here:*	

PICK UP/DELIVERY OPTIONS
☐ Please deliver ___ copy/copies to my student box
☐ I will pick up ___ copy/copies from Academic Services
☐ Email a PDF copy of letter to:
☐ Fax: ( ) - Attention:
☐ Mail ___ copy/copies to the following address (please include name of addressee and full mailing address):

Student Signature:	**Date:**

Return completed form to:

Briercrest College and Seminary | Academic Services | 510 College Drive | Caronport, SK | S0H 0S0 |
Fax: 306-756-5503 | Email: academicservices@briercrest.ca

OFFICE USE ONLY	*Date rec'd:*	*Date processed:*	*Initial:*