

PROOF OF ENROLMENT / PROOF OF COMPLETION REQUEST

Email completed form to: Registrar@keyano.ca

LAST NAME (LEGAL) <small>*</small>	FIRST NAME (LEGAL) <small>*</small>	STUDENT ID # <small>*</small>
FORMER NAME (IF APPLICABLE)	DATE OF BIRTH <small>*</small>	DATE <small>*</small>
ADDRESS <small>*</small>	CITY <small>*</small>	PROVINCE <small>*</small>
PHONE # <small>*</small>	PROGRAM NAME <small>*</small>	POSTAL CODE <small>*</small>
		YEAR/TERM <small>*</small>

Please indicate the type of letter (Check one box only)

\$5.00 + GST

Enrolment dates only

Enrolment Dates + Tuition only

Enrolment dates + Tuition & fees

Enrolment dates + Tuition, fees & books

IRCC Study Permit Renewal

IRCC Post Graduate Work Permit

IRCC Expected to Graduate Letter

IRCC Permanent Residency Letter

Method of Delivery

Mail to address above

Pick up

Email: _____ (Current students will be emailed to keyanomail)

Mail to address below

ADDRESS	CITY	PROVINCE	POSTAL CODE
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Method of Payment

CREDIT CARD	EXPIRATION DATE
CARD ISSUED TO	SIGNATURE

4120000 - 41210

GST #R107566218

Receipt requested to be mailed

Receipt requested to be e-mailed

Office of the Registrar Use Only				
RECEIVED BY	DATE	AUTHORIZATION #	PROCESSED BY	DATE

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33© of Alberta's Freedom of Information and Protection of Privacy Act and will be used for the purpose of admission, registration, issuing income tax receipts, scholarships and award, convocation, sending education information, library services, emergency notification, and for college research and planning. Certain personal information will also be disclosed to Statistics Canada to comply with the Statistics Act; Alberta Advanced Education to meet reporting requirements; Alberta Human Services for determining and monitoring student eligibility for their services; work experience and practicum sites to set up appropriate placements; Students' Association for the purposes of membership and information sharing; Syncrude Sport & Wellness Centre for the purposes of membership, Student Academic Support Services for the purposes continuous improvement of student academic success. For information about the collection and use of this information, contact the Registrar.

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***Please Note, this letter is only accurate on the date specified above.**

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