

PROOF OF ENROLMENT / PROOF OF COMPLETION REQUEST

Email completed form to Registrar@keyano.ca

LEGAL LAST NAME *		LEGAL FIRST NAME *		KEYANO STUDENT ID # *000-
FORMER/MAIDEN NAME		BIRTHDATE (YYYY/MM/DD) *	HOME EMAIL *	
ADDRESS *	CITY *	PROVINCE *	POSTAL CODE *	
DAYTIME PHONE (+ AREA CODE) *	PROGRAM NAME *			YEAR/TERM *

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

\$5.00 + GST

Domestic Students

Enrolment dates only

Enrolment dates + Tuition & fees

Enrolment dates + Tuition only

Enrolment dates + Tuition, fees & books

International Students

Enrolment dates only

Enrolment dates + Tuition & fees

Enrolment / Withdrawal dates only

Enrolment / Withdrawal dates + Tuition & fees

IRCC Permanent Residency

IRCC Post Graduate Work Permit (Can only be requested after student has applied to graduate. www.keyano.ca/graduate)

Study Permit Expiry Date:

Enrolment dates + Tuition only

Enrolment dates + Tuition, fees & books

Enrolment / Withdrawal dates + Tuition only

Enrolment / Withdrawal dates + Tuition, fees & books

IRCC Study Permit Extension

Study Permit Expiry Date:

IRCC Expected to Graduate (To invite family to Convocation. Can only be requested after student has applied to graduate. www.keyano.ca/graduate)

Study Permit Expiry Date:

Method of Delivery

Mail to address above

Mail to address below

Pick up

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

ADDRESS	CITY	PROVINCE	POSTAL CODE
---------	------	----------	-------------

Method of Payment

CREDIT CARD NUMBER	EXPIRATION DATE	CVV / CVC (3 or 4 digit number)
CARD ISSUED TO	SIGNATURE	

4120000 - 41210

GST #R107566218

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

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.