

PROOF OF ENROLMENT / PROOF OF COMPLETION REQUEST

Email completed form to Registrar@keyano.ca

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

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
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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.