



**Request for Official Letter of Registration
for International Students**

International Office, Student Services Building 210
Durham College
2000 Simcoe Street North, Oshawa, ON L1H 7K4 Canada

Tel: (905) 721-2000 ext. 7618
Fax: (905) 721-3014
International@durhamcollege.ca
www.durhamcollege.ca

Name		Student Number
Complete Address including postal code		Phone number
Program of study		Date of Birth
Semester currently enrolled in	Expected date of program completion	Email

Note:


- 1. Letters will be processed once a week, Requests must be in before 4:00 p.m. on Tuesday, and will be ready for pick up/emailed by 9:00 a.m. Thursday.**
- In order for your letter to be released, you must present a valid piece of photo identification. For your security, we will not release copies of your letter without a valid photo ID. If you wish to have someone else pick up your letter, please provide him/her with signed written permission indicating his/her name in full (along with their own valid photo ID).
- Letters of registration will not be released to students who have holds on their student account (i.e. financial holds, academic holds, etc.) or have any items outstanding. **Please ensure that the International Office has copies of your passport, entry visa, and valid study permit in your file prior to ordering a letter.**

Please prepare ___ copies of the following letter(s):

- Study permit renewal or temporary residence (entry visa) renewal
- Graduation Letter for Post Graduate Work Permit
- Letter to invite parents/family member
- US visa application
- Verification of Enrollment (not for Immigration purposes) state purpose below

Letters are to be

- emailed to DC email address (We do not email to other accounts)
- picked up from the International Office
- mailed to the following address:

 SIGN HERE	Student's Signature	Date
	NOTE: THIS REQUEST WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED	

FOR OFFICE USE ONLY	
Processed by	Date

This information is being collected for the purpose of preparing an official letter of registration for international students. The information provided is confidential and subject to Durham College policies concerning freedom of information and protection of privacy as well as any applicable laws. If you have questions concerning the collection of this information, please contact the International Office at 905.721.2000 ext. 7618.