

Confirmation of Enrolment Letter Request Form

IMPORTANT INFORMATION:

- Confirmation of enrolment letter requests made using this form are processed within 5 to 7 business days.
- Each letter will only provide program and course registration information for one semester. If you require information for more than one semester, you will need to complete a separate confirmation of enrolment letter form to order a letter for each additional semester.
- The letter will reflect your course registration information at the time the letter is printed.
- If you have a financial hold on your account at the time of processing, you will not be issued a confirmation of enrolment letter.

Submit signed and completed form via email to academicinquiries@ibu.ca

TO BE COMPLETED BY THE STUDENT:	
Student Name:	Student #:
Phone #:	Email:
Program:	
Reason for Request (Please provide details)	
Note:	
The enrolment letter will be sent to the student's IBU email within 5 to 7 business days after request date. If a physical copy is required, it is the student's responsibility to meet with officers at the Student Services Office.	
Student Signature:	
Date:	

For Office Use Only

Student Support Office:

Request Received On (DD/MM/YY): _____

Signature: _____

Date: _____

Enrolment Office:

Request Received On (DD/MM/YY): _____

Signature: _____

Date: _____