

Have You:

Requested for an Official Transcript

Pick up at Surrey Campus  / Richmond Campus



## STUDY PERMIT RENEWAL LETTER REQUEST

For current Kwantlen students ONLY:

- 1) Currently registered and also have registered for courses (during the registration period) for the upcoming semester.
- 2) Currently registered students who are planning to take a semester off (ie. Summer semester) and have paid the registration deposit for a future semester.
- 3) For returning students who have registered for courses (during the registration period) for the upcoming semester.
- 4) If you are a post-secondary/ high-school student with a valid study permit transferring to Kwantlen, you will need to submit an **ACCEPTANCE LETTER** in order to renew your study permit.

*\*Students may be required to submit documentation to support their request\**

*\*Ensure you have updated your address at Kwantlen before requesting this letter\**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
(Family Name) (First Name)

Current Study Permit Expiry Date: \_\_\_\_\_  
(dd/mm/yyyy)

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_@kwantlen.net  
E-mail: \_\_\_\_\_@\_\_\_\_\_

When you receive your new study permit please bring it to Enrolment and Registrar Services so we can update your file.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: All forms will be processed within fifteen (15) working days of the date received at [Enrolment and Registrar Services](#).

Photo identification will be required in order to pick up this document or if you are unable to pick it up in person, a [Waiver/Release of Information](#) form will be accepted.

### For Office Use Only:

Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

Please forward it to John /Priscilla, International Advisor.