

2300 Ryan Road
 Courtenay, BC V9N 8N6
 T: 1-800-715-0914 E: forms@nic.bc.ca

Type or print in CAPITAL LETTERS using black or dark blue ink.

Last Name: _____ First Name: _____

Student Number: _____



Email – the pdf document will be sent to your North Island College student email address.

Generic Letter of Enrollment

- Applying for a US VISA
- Inviting Family Member
- Applying for a temporary resident visa (TRV)
- Renewing passport
- Applying for an amendment or change to Study Permit
- Employment

Other: _____

Applying for a Study Permit extension
 Anticipated Completion _____

Applying for a Bridge Extension (short extension of Study Permit)
 Anticipated Completion _____

Applying for a Study Permit Extension with Co-op/
 Internship
 Anticipated Completion _____

Applying for a Co-op/Internship Work-Permit
 Anticipated Completion _____

If you require an Official Transcript, you must submit a request online through myNIC or in person at the Registration Office. Official Transcripts are \$10.00 and are mailed to the address we have on file.

**Requests will not be processed for students who have an outstanding account balance.
 Documents will be released to a third party only with written authorization from the student.
 A third party must bring photo ID.**

I confirm that I am currently enrolled and that the mailing address listed on myNIC is current and accurate. I understand that if I am not enrolled and there is no Canadian mailing address on file, this request will not be processed. I understand that I will be required to resubmit the request once enrolled and/or once my address is updated.

 Student's Signature

 Date (mmm-dd-yyyy)

FREEDOM OF INFORMATION/ PROTECTION OF PRIVACY

I understand that this information, along with subsequent information, is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act.

FOR SRO USE ONLY

Date Received: _____

Received By: _____