

DOCUMENT REQUEST FORM



Concordia University College of Alberta
 Student & Enrolment Services
 7128 Ada Blvd, Edmonton AB T5B 4E4
 Fax: (780) 378-8460 Phone: (780) 479-9220
 Toll-free: 1-866-479-5200

Date	ID #
Last Name	First Name
Fax	Phone:

STEP 1: Choose A or B

- A. Complete the attached form.** You must complete the entire student portion of the form. Incomplete forms are not processed.
- B. Prepare the document checked below:**
 - Confirmation of Enrolment for the following (circle **one**): health insurance, bank line of credit, housing or daycare subsidy, automobile insurance, other: _____
 - Confirmation of tuition, fees, and enrolment required by a funding agency (e.g., Alberta Students Finance, band funding, etc.)
 - Study Permit Letter (Canada Immigration and Citizenship)
 - Other (please specify): _____

STEP 2: Choose one

NOTE: Document requests take 2 business days to process; documents are available after 2:00 p.m. on the due date assigned by the Admissions and Financial Aid Office (below).

- I will pick up the document (**photo ID is required**).
- I authorize the following individual to pick up the document for me (**photo ID is required**).

Name of individual

Relationship

- Please mail and/or fax (circle **one or both**) the document to:

Organization		
Attention		
Address		
City	Prov	Postal Code
Phone	Fax:	

STEP 3: Read, sign, and date

I authorize the Admissions and Financial Aid Office of Concordia University College of Alberta to release all information from my student file that is pertinent to this request.

Signature	Date
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OFFICE USE ONLY	Date	Received by	Due Date
Date Completed:	Initials	<input type="checkbox"/> Mailed <input type="checkbox"/> Faxed Initials:	Student signature on pick up