



RECORDS, REGISTRATION + ADVISING
T 604 844 3876 · F 604 844 3089
reghelp@ecuad.ca

ENROLMENT VERIFICATION REQUEST

Please allow 3-5 business days for us to process your request. Enrolment letters will be digitally sent to your school email address. Please note that your first and last name will appear on the form as recorded in our student record system.

All Enrolment Verification letters are prepared on Emily Carr letterhead and include:

- Student Name, ID, and program
- All semesters attended
- Number of credits per semester
- Full-time or Part-time status
- Start/End dates of semesters
- Official signature

***Note: If you have completed exchange program credits, these credits will not appear on your enrollment verification letter. To obtain verification of your exchange program credits, please contact our Exchange Advisor at exchange@ecuad.ca.**

I declare that I am the individual named below and that the signature is my own.

I am a: Domestic Student International Student *(be sure to complete the last section on this page)*

Last Name: _____ First Name: _____

Emily Carr ID Number: _____ Birth Date (YYMMDD): _____

Program of Study: _____ Year Level: _____

Signature: _____ Date: _____

Notes: _____

INTERNATIONAL STUDENT REQUESTS

Expected Date of Graduation: May 20____ November 20____

REQUIRED: Organization/Person to whom the letter is addressed, for example: Citizenship and Immigration Canada, TD Bank, etc.:

Completed forms are to be submitted to Records, Registration + Advising at Student Services, or can be emailed to reghelp@ecuad.ca with the subject line Enrolment Letter: Student Number