



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

ENROLMENT VERIFICATION REQUEST

Please allow 2 business days for us to process your request. Students are expected to pick up their Enrolment Verification letter(s) in the Student Services office. If you are out of town, please contact us to make other arrangements. Please note that your first and last name will appear on the form as recorded in our student record system. Photo identification is required for anyone picking up official documents.

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

- Student Name and ID
- All semesters attended
- Number of credits per semester
- Program of Study
- Start/End dates of semesters
- Official signature and seal

***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. Where indicated, I authorize Emily Carr University of Art + Design to release my Enrolment Verification(s) to the person named below.

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: _____

Number of copies requested: _____

I will pick up my letter(s) I authorize _____ to pick up my letter(s).

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, contact info above.