



Dorset College
- Est. 1981 -

SCHOOL LETTER REQUEST FORM

300-1215 West Broadway
Vancouver B.C. V6H 1G7

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F: 604.874.8686
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W: dorsetcollege.bc.ca

DLI# OI9394940932

General Information

Last Name(Family Name)			First Name (Given Name)			Preferred First Name (Given Name)		
Date of Birth Day Month Year			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			Student Number		
Address				City	Province	Postal Code	Country	
Phone Number			E-mail					

CHOOSE YOUR REQUEST BELOW

I will pick up my school letter(s)

Mail my school letter(s) to the address stated above.

I will send someone to pick up my school letter(s). (Name of person: _____)

Visa Study permit renewal No. of copies: _____ Regular service Express service
Which Canadian visa office do you want your school letter address to?

Other Purpose(s) No. of copies: _____ Regular service Express service
Please specify: _____

Parent's invitation letter No. of copies: _____ Regular service Express service

Father's full name _____ Mother's full name _____
 Birthday _____ Birthday _____
 Passport No _____ Passport No _____
 Home address (in English) _____
 Period of visiting _____

PLEASE READ AND SIGN BELOW

- Regular service for school letter request take 5 to 15 working days. School letter request fee must be paid at the time of request. All fee paid are non-refundable.
- You may be asked to present payment receipt to the office when picking up your school letter(s).
 - Regular Service (5 to 15 working days) -\$10/each
 - Express Service (24 hours) - an additional \$30 will be charged on top of the regular service fee. (NOTE: express service may not be offered during busy periods.)
 - Additional mailing fee will be charged if mail outside Canada. (NOTE: charges upon request.)

Signature

Date

OFFICE USE ONLY

Total Fees

Receipt No.

Completed by & Date
