



This form is to be completed when a current or former student is requesting: confirmation of enrolment, work practicum letter, confirmation of completion letter, English Language Institute Final Report, or a T2202 Tuition and Education Tax Receipt. Email completed forms to: csr@mitt.ca Minimum processing time is 5 business days.

OFFICE USE ONLY	
<input type="checkbox"/> Verified Student Account	CSR: _____
<input type="checkbox"/> No Holds	Date: _____
<input type="checkbox"/> Paid	ESO: _____
<input type="checkbox"/> Completed	

SECTION A: Student Information

Student Number: \_\_\_\_\_ Number of Copies Requested: \_\_\_\_\_ \*Charges apply for each copy requested

LastName(FamilyName): \_\_\_\_\_ FirstName(GivenName): \_\_\_\_\_

Program: \_\_\_\_\_ Phone Number: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*The mailing address in the Student Portal will be used on the document(s) requested. It is the student's responsibility to update the contact information in the portal.

SECTION B: Document Requested (please use a separate form for each document type being requested)

Confirmation of Enrolment Letter (\$18.00)

I am graduating soon and require a document stating when my Proof of Graduation documents will be available.

Work Practicum Letter (\$18.00)

Confirmation of Completion Letter (\$18.00)

I am graduating soon and require this letter after I have completed my program: \_\_\_\_\_ (program completion date)

*Note: This letter is not available until 2 weeks after the program has ended and may take longer than 5 business days to produce. Requests will not be accepted until after the program has officially ended.*

English Language Institute (ELI) Final Report  I attended ELI prior to 2016, if so a \$16.55 Archive Search Fee will apply.

Tuition and Education Tax Receipt - T2202 (\$18.00) *Note: Free copies are available to current and former students via the MITT Student Portal.*

Tax Year: \_\_\_\_\_ Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

SECTION C: Delivery Options – Due to COVID-19 measures, documents are currently being emailed and not available for pick-up

Email Address in the Student Portal: \_\_\_\_\_

I request my document be sent to a third-party email: \_\_\_\_\_

Mail my document to the following address within Canada. A \$5.25 fee applies.

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

SECTION D: Payment Method. By completing this section, you authorize MITT to charge your credit card the total stated below

I am paying by:

Credit card. Select your card type. *Note: credit-debit cards are not accepted (e.g. Visa Debit, MasterCard Debit, etc.)*

Visa  MasterCard  American Express

Debit card. Available in-person, only.

Name on credit card: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ TOTAL: \_\_\_\_\_

Expiry (mm/yy): \_\_\_\_\_ Security Code: \_\_\_\_\_ (3-digits on back)

Last updated: April 2022