



This form is to be used by current or former students who have studied at MITT's English Language Centre

Email completed forms to: esl@mitt.ca Minimum processing time is five (5) business days

Telephone requests will not be accepted

SECTION A: Student Information

Student Name: _____
Last Name (Family Name) First Name (Given Name)

Phone Number: _____ Email: _____

SECTION B: Document Requested

Please note, original documents will not be provided. Documents provided to students will be duplicates of those on file. A fee is charged for each copy requested.

Check off the documents requested and the number of copies for each item:

- ESL Confirmation of Enrolment Letter (\$18.00) _____ Number of Copies
- Canadian Language Benchmark (CLB) Student Progress Report (\$18.00) _____ Number of Copies
- LINC Certificate (\$18.00) _____ Number of Copies

SECTION C: Pick-up/Mail Options – Please select one option

- I would like to pick-up my documents from 609 Erin Street (Erin Campus)
- Please email a PDF of my documents to: _____
- Please mail my documents to the Canadian address below:

Address: _____

City: _____ Province: _____ Postal Code: _____

SECTION D: Payment Method

I authorize the following amount to be charged to the credit card noted below **TOTAL:** _____

- Visa
- MasterCard
- American Express

Name on Card: _____ Cardholder Signature: _____

Card Number: _____

Expiry Date: (MM/YY): _____ Security Code: _____ (3-digits on back)

For Office Use Only:

Student Number: _____

Date Request Received: _____

Request Received By: _____
Staff Name (First and Last)

Date Request Completed: _____

Request Completed By: _____
Staff Name (First and Last)