



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	

DOCUMENT REQUEST FORM

Use this form to order one of the following: Confirmation of Enrolment Letter, Confirmation of Completion Letter, English Language Institute (ELI) Final Report, T2202 Tuition and Education Tax Receipt or Work Practicum Letter. Minimum processing time is 5 business days. Email completed forms to: [csr@mitt.ca](mailto:csr@mitt.ca)

SECTION A: Student Information

Last Name (Family Name): \_\_\_\_\_ First Name (Given Name): \_\_\_\_\_

Student #: \_\_\_\_\_ Program: \_\_\_\_\_

Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION B: Document Type Requested

Please use a separate form for each document type being requested.

The mailing address in your student portal account will be used on the document. It is your responsibility to update your address if necessary.

Number of Copies Requested: \_\_\_\_\_ (charges apply for each copy requested)

- Confirmation of Enrolment Letter (\$18.00)**
  - I will be graduating soon and require graduation timelines be added to the letter.
- Confirmation of Completion Letter (\$18.00)**

*Requests will not be accepted until 2 weeks after program completion. This letter may take longer than 5 business days to produce.*

My program completion date is: \_\_\_\_\_

  - I require this letter for employment purposes and have attached a copy of my written job offer
  - I require this letter to apply for a post-graduate work permit and have attached a copy of my study permit
- English Language Institute (ELI) Final Report**
  - I attended ELI prior to 2016 (\$16.55 Archive Search Fee will apply)
- T2202 Tuition and Education Tax Receipt (\$18.00)**

*Free copies are available to current and former students via their MITT Student Portal Account*

Tax Year: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Program End Date: \_\_\_\_\_

SECTION C: Delivery Options

- Email the document to my email address as recorded in my Student Portal Account
- Email the document to the following third-party email address: \_\_\_\_\_
- Mail the document to the following address within Canada (**\$5.25 fee applies**):
 

Address: \_\_\_\_\_ Unit or Apartment # (if applicable): \_\_\_\_\_

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

SECTION D: Payment Method

**Debit Card:** Available in-person only

**Credit Card:** By completing this credit card section, you authorize MITT to charge the credit card the total stated below.

Select your card type:  Visa  MasterCard  American Express (note: credit-debit cards, e.g. Visa Debit, MasterCard Debit, etc. are not accepted)

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

Card Number: \_\_\_\_\_ Total Charge: \_\_\_\_\_

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