



ESL Document Request Form

609 Erin Street Winnipeg, MB R3G 2W1

204.989.6434

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 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)