

## LETTER OF ATTENDANCE

Students requesting Letter of Attendance are required to pay \$11.20 fee to cashier before submitting this form to the VCC International department.  
You can collect your letter in 5 business days.

Please Print Clearly

Date of Request: \_\_\_\_\_

Current Visa Expiry Date: \_\_\_\_\_

**# 000** \_\_\_\_\_  
Student Number

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Family Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Telephone Number

I need the letter for:

- Bank
- Parent visit (Parent's Name: \_\_\_\_\_)
- Other, Reason:

When did you first come to VCC? \_\_\_\_\_

Current students: What is your current ELS/CPE level? \_\_\_\_\_

Past students: What ELS/CPE level did you complete? \_\_\_\_\_

<i><b>Cashier Use Only</b></i>	
FEE:	\$11.20
Date:	_____
Cashier's Initial:	_____
Transact Code:	_____