



# Document Request

**Broadway campus**  
1155 East Broadway, Vancouver, B.C. V5T 4V5

**Downtown campus**  
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8  
f: 604.443.8450  
e: records@vcc.ca

www.vcc.ca

Email to the Student Records Office at [records@vcc.ca](mailto:records@vcc.ca) or submit in person to the Registrar's Office at any VCC campus.  
**Processing can take up to 10 business days from the date form and proof of payment are received. Requests will not be processed without proof of payment.**

If you are an international student and are requesting for a letter for immigration purposes (ie: study permit extension, TRV extension), please visit the International Education website to download the request form:  
[www.vcc.ca/international/current-students/resources/forms](http://www.vcc.ca/international/current-students/resources/forms)

## Personal information

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Student ID

.....  
Last name (family name)

.....  
First name

.....  
Name while attending VCC (if different from above)

.....  
Birthdate (DD/MM/YYYY)

.....  
Phone

.....  
Email

.....  
Calendar year of attendance (YYYY)

.....  
Name of program/course

☐ Full-time studies ☐ Part-time studies

Student type: ☐ Domestic ☐ International

.....  
Student signature

.....  
Date (DD/MM/YYYY)

## I am requesting the following

☐ Verification of enrolment.....\$12 each (+GST)

- ☐ For standard enrolment letter  
☐ Form requiring signature (pick-up only)

☐ Replacement credential .....\$25 each (+GST)

Replacement credential is issued only for:

- ☐ Change of name with proof of legal name change document, or  
☐ The credential has been lost or destroyed

Special instructions: .....  
.....

## Mailing instructions

☐ Do not mail, *student will pick up in 10 days* from: ☐ Broadway campus ☐ Downtown campus

☐ Mail to the following address: (NOTE: forms for enrolment verification and signature will not be mailed, please pick up at Registrar's Office)

.....  
Address

.....  
City

.....  
Province

.....  
Postal code

continued on next page →



# Document Request (Continued)

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## Payment *(Requests will not be processed without proof of payment.)*

- ☐ Cheque enclosed  
*(for mail submissions only)*
- ☐ Receipt Enclosed  
*(Refer to back of page for instructions)*

## Proof of online payment *(Requests will not be processed without proof of payment.)*

In order to avoid delays, we require that you submit proof of payment with your document request.

Payment may be made in the following ways:

- 1) Online banking: Set up Vancouver Community College as a bill payment through your online banking using your VCC Student ID number as your account number. To obtain your VCC ID number, please contact [sao@vcc.ca](mailto:sao@vcc.ca) and provide your full name and date of birth.
- 2) Credit Card: Go to [www.plastiq.com](http://www.plastiq.com) to make your payment, following the same procedures as online banking.

When you have made your payment online, send a screenshot of your payment receipt as well as your filled out document request form to [records@vcc.ca](mailto:records@vcc.ca). Please note document requests take up to 10 business days from receiving the proof of payment to process.

## Office use only

Amount paid	Initials	Transaction number
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The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.