

STUDY PERMIT RENEWAL SUPPORT LETTER REQUEST FORM

Students using this form must be currently registered or be registered in a future semester. See Page 2 for detailed instructions.

* indicates a required field

| | | | | | |
|----------------------------|--|--|------------------------|-----------------------|------------|
| Student | Last name * | | First name * | | |
| | NLC student number * | | Daytime phone number * | | |
| Renewal Information | Current program * | | Campus | | Start date |
| | Comments | | | | |
| | <input type="checkbox"/> Regular delivery Processed within five business days. | | | \$25 + GST per letter | |
| | <input type="checkbox"/> RUSH Processed by 11AM next business day if ordered before 2PM. | | | \$50 + GST per letter | |
| Signature | Student records are confidential and are not released without the written consent of the student, unless otherwise required by law. NLC considers a falsified request form as fraud. By signing below, I hereby request that NLC issue a Study Permit Renewal Support Letter. I understand that NLC reserves the right to deny my request. | | | | |
| | _____ Signature * | | | _____ Date * | |

| Campus Services Use Only | | |
|--|-----------|----------------------------------|
| Checklist <input checked="" type="checkbox"/> Fee paid: <input type="checkbox"/> \$25.00 (FSPLR) <input type="checkbox"/> \$50.00 (FSPRR) <input checked="" type="checkbox"/> Address current in NAE <input checked="" type="checkbox"/> Email address current in NAE <input checked="" type="checkbox"/> Not in arrears (check PERC) <input checked="" type="checkbox"/> Currently attending/registered in future semester <input checked="" type="checkbox"/> Scanned and emailed to students@international.nlc.bc.ca – after payment made | | Date received Received by |
| International Education Use Only | | |
| Case manager | | Date received |
| Checklist <input checked="" type="checkbox"/> Academic status (Good standing, On Monitoring, RTW, Misconduct) <input checked="" type="checkbox"/> No active PERCs with severity > 10 <input checked="" type="checkbox"/> Contact Program Chair to update Anticipated Program Completion date | | Ant Completion Date |
| Letter status <input type="checkbox"/> Emailed <input type="checkbox"/> Mailed <input type="checkbox"/> Denied | Issued by | Date Completed |

STUDY PERMIT RENEWAL SUPPORT LETTER REQUESTS

Use this form to obtain a letter to support your request to renew your study permit. All fields must be completed as indicated and completed forms must be submitted to Campus Services along with payment of the appropriate fee.

Requests will be processed on a first-come, first-served basis according to the service levels below:

- ✓ Allow five business days for regular processing.
- ✓ RUSH request submitted and paid prior to 11 AM, will be processed before 2 PM the next business day.

It is your responsibility to ensure your mailing address and email address are up to date with NLC.

All support letters will be emailed unless you request an alternate form of delivery.

Regulations and procedures regarding study permit renewal support letters

- i. Students must be currently attending or registered for classes in a future semester.
- ii. Letters will not be issued if the student is in arrears.
- iii. Requests for must be accompanied by a non-refundable request fee.
- iv. The College reserves the right to deny issuing a support letter if:
 - a. The student is not in good academic standing or has been penalized for academic or non-academic misconduct; and/or
 - b. The student is in arrears.