



CITIZENSHIP STATUS CHANGE REQUEST FORM

Students using this form must have attended in the last 12 months. See Page 2 for detailed instructions.

* indicates a required field

Student	Last name *	First name *
	NLC student number*	Daytime phone number*

Citizenship Information	Previous citizenship status <input checked="" type="checkbox"/> International student
	Updated citizenship status* <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Canadian Citizen
	Date of Citizenship status change (yyyy/mm/dd)*
List your supporting documentation, and attach clear copies of all listed documents to this form * Acceptable documentation includes, but is not limited to, the following: Canadian Passport, Permanent Resident (PR) Card, Confirmation of Permanent Residence/Landing Papers.	

Signature	Student records are confidential and are not changeable 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 update my citizenship status. I understand that NLC reserves the right to deny my request if I do not meet the requirements and/or have not provided sufficient documentation with this form.	
	_____ Signature*	_____ Date*

Campus Services Use Only		
Form complete? <input type="checkbox"/> Yes <input type="checkbox"/> No (return to student)	Supporting docs attached? <input type="checkbox"/> Yes <input type="checkbox"/> No (return to student)	Date received:
Associate Registrar Use Only		
Eligible for status change? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, effective in _____ semester	<input type="checkbox"/> SPRO updated <input type="checkbox"/> FINF updated <input type="checkbox"/> Registration exists; eligible for re-bill <input type="checkbox"/> Re-bill complete	Date received from Campus Services:

CITIZENSHIP STATUS CHANGE REQUESTS

Use this form to request a change in your citizenship status from *International* to *Domestic* (Permanent Resident/Landed Immigrant, or Canadian Citizen). All fields on this form must be completed as indicated and supporting documentation must be attached. Completed forms are submitted to Campus Services. Submission of this request does not guarantee approval.

Requests may take up to 10 business days to process.

A change in citizenship status may impact your tuition rate. Tuition rate changes are not retroactive.

Regulations and procedures regarding citizenship change

- i. Students may request a change to domestic status at any time; however, changes in domestic status (and billing) will only be made up to the end of the add/drop period for the current term/intake. After the add/drop date, domestic status will be implemented effective for the next semester/intake.
- ii. There are many letters from IRCC in the process to obtaining permanent residency. Only the Confirmation letter or a valid Permanent Resident Card is proof that PR status has been conferred.
- iii. Students that have been away from NLC for over 1 year, must re-apply and should include a copy of their permanent residence status with their application. Their new status will take effect with their admission.
- iv. Admission deposits or tuition over-payments that result from a change in citizenship status will not be refunded until after the add/drop period.
- v. Application fees are non-refundable.

Further details about citizenship status change can be found on NLC's website:

www.nlc.bc.ca/records