

REGISTRATION VERIFICATION LETTER REQUEST FORM

To request verification of your admission to a program and/or registration in courses (for example, to renew out-of-province insurance), please complete and submit this form either in person at reception or via email to registration@regent-college.edu.

Note: You must be already registered in courses before a registration verification letter for an upcoming academic year can be prepared for you.

STUDENT INFORMATION			
Regent ID	Given Name	Middle Name	Surname

To which program(s) have you been admitted?

Which program(s) do you intend to complete?

When do you plan to graduate (term / year)?

How many credit hours have you completed or do you intend to complete in each term (include the year)? Full-time status is defined as 18 credits per academic year (September through August). For the purpose of any single term (Fall, Winter, or Summer), full-time status is defined as 9 credits.

Fall 20 : credits | Winter 20 : credits | Summer 20 : credits

Specific instructions (optional):

Letters will be processed within 5 business days and will be emailed to you. A \$10 processing fee will be charged to your student account.

Signature of Student

Date