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 $5 processing fee will be charged to your student account.

_____   _____
Signature of Student   Date