

REQUEST FOR LETTER

Office of the Registrar

Room A104, 10215 – 108 Street NW, Edmonton, Alberta, Canada T5J 1L6
T 780.644.6000 | Toll-free 1.866.534.7218 | info@norquest.ca | www.norquest.ca



Standard processing time is five (5) business days. Some requests may require additional time.

PERSONAL DATA

LAST NAME		FIRST NAME	
STUDENT ID#	PHONE NUMBER	PROGRAM/TERM	
EMAIL ADDRESS			

METHOD OF DELIVERY

<input type="radio"/> LETTER TO BE MAILED	NAME/INSTITUTION	ADDRESS
<input type="radio"/> LETTER TO BE PICKED UP		

TYPE OF LETTER

<input type="radio"/> Sponsorship Letter	Describe the letter you require
<input type="radio"/> Form Completion	
<input type="radio"/> Other _____	

By submitting this form, I agree to be bound by the policies and procedures of NorQuest College

Freedom of Information & Protection of Privacy (FOIP) Statement

The personal information requested on this form is collected under the authority of section 65 of the *Post-secondary Learning Act* and section 33 (C) of Alberta's *Freedom of Information and Privacy Act* and will be used for the purpose of sending educational information. For information about the collection and use of this information, contact the Office of the Registrar at 10215 108 Street NW, Edmonton, AB T5J 1L6, Telephone (780) 644-6000.

STUDENT SIGNATURE	DATE
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Signature is not required if submitting via MyMail account to info@norquest.ca

Office of the Registrar Use Only

DATE RECEIVED	RECEIVED VIA	DATE PROCESSED	PROCESSED BY
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