

CONFIRMATION OF ENROLMENT LETTER: NON-STANDARD REQUESTS

This form should be used for the following:

1. Requesting the Office of the Registrar to sign and stamp your completed CPP - *Canada Pension Plan Declaration of Attendance* or RESP – *Registered Education Savings Plan Form*.
2. Confirmation of Enrolment for students registered in Anomalous (Non-Standard) programs, such as Academic Upgrading (e.g. A751) or Micro-credential certificates.
3. Confirmation of Enrolment for Continuing Education Course(s).

Please submit a completed and signed copy of this application form, along with any applicable supporting documents (e.g., RESP form) to registration@georgebrown.ca. Your document will be processed within five (5) business days.

Processing Fee: \$15.00 per verification. The Registration Team will contact you with payment instructions.

[If you have a financial hold on your account](#), please submit this request once your hold has been removed. For assistance with your financial hold, contact the Accounts Receivable Office at accountsreceivable@georgebrown.ca.

Other Confirmation of Enrolment Letter Requests:

- If you are a registered post-secondary student and need a standard confirmation of enrolment letter, complete your request using the [Academic Records Requests](#) form.
- If you are an international student, submit your request using the [Letter Request for International Students](#) form.

Document Request Type

I am requesting (Select one of the following):

The Office of the Registrar to sign and stamp my completed CPP or RESP Form

Confirmation Enrolment Letter for Anomalous (Non-Standard) programs

Confirmation of Enrolment Letter for a Continuing Education Course

Please indicate any special instructions below (If needed):

I am requesting a Confirmation of Enrolment Letter for the current academic year:

Yes

No If no, please enter the academic year

Student Information

Last Name

First Name

Middle Name

Date of Birth

Student ID

Previous Name (If different from above)

Email

Program or Course Information

Program Name/Course Title:

Registration Status:

Full-Time

Program Code/Course Code:

Part-time

Continuing
Education

I have reviewed and confirmed that the information provided above is correct.

Student Signature:

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT The personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the College, including but not limited to, Admissions, Registration and maintaining records, as well as Awards and Scholarships; Alumni and College Foundation administrative functions and/or the Ministries or Agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39 (2) and section 42 of the Freedom of Information and Privacy Act of Ontario.