



CONFIRMATION OF ENROLLMENT & RESP REQUEST FORM

For Official Confirmation of Enrollment Letter Requests Only

Under the Ontario Freedom of Information and Protection of Privacy Act, this form must be completed and signed in order to release or forward personal academic record information.

Contact: registration@georgebrown.ca or 416-415-2000 Toll Free: 1-800-265-2002

Submit form: by Fax 416 – 415 – 4289 Or In person at [Student Service Centres](#)

- If you are a full-time student, confirmation of enrollment requests can now be made online via <https://www.georgebrown.ca/registrars/transcripts-credentials-enrolment-confirmation/>
- In person requests must be accompanied by valid photo identification (GBC Student Card/Driver's License/Passport).
- Forms can be completed and submitted to any [Student Services location](#), the verification of enrollment will be processed and issued immediately.
- **Requests made by anyone other than student** will require written consent from the student. Consent letters must include name of student, name of third party, date, and signature. The third party must provide valid photo identification before verification of enrollment will be released.
- Each individual verification of enrollment copy confirms a student's registration at George Brown College for a period up to one academic year (September-August) only and is \$15.00 Canadian Dollars (taxes and shipping included), this fee is non-refundable once processed.
- Confirmation of enrollments will not be released if there are any financial holds on the student account.

Step 1 PERSONAL INFORMATION

GBC Student Number: _____ Last Name: _____ First Name: _____
 Middle Name: _____ Email Address: _____ Phone Number: _____

Step 2 PROGRAM INFORMATION

Program Name: _____ Program Code: _____

Course Load: Full-time Part-time Continuing Education

Requesting Confirmation for :

- Current Academic year
- Prior academic year time period: _____
- Complete RESP Form (please include fillable form with request)

Step 3 ADDITIONAL NOTES

Please list any additional requests here:

Step 4 STUDENT SIGNATURE

By signing this form, I confirm that the information herein is true and complete using the following payment information.

-----For office use only-----

Step 5 PAYMENT INFORMATION (NO PERSONAL CHEQUES. DEBIT ONLY ACCEPTED IN PERSON)

VISA MASTERCARD AMEX CERTIFIED CHEQUE MONEY ORDER

Amount Authorized \$ _____

\$15.00 each x number of Confirmation of Enrollments requested

Each Confirmation of Enrollment letter represents verification for a single academic year (Sept-Aug)

Cardholder Name: _____ Cardholder Signature: _____

Credit Card Number: _____ (Please Print clearly) Expiry Date: (MM / YY) ____ / ____

CVV: _____

3 digit number on back of VISA or MasterCard, 4 digit numeric code on front American Express