

VERIFICATION REQUEST

LAST NAME		FIRST NAME	STUDENT ID #
Email Address			Phone
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy)		Country of Citizenship

Division:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> ACTS Seminary
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Degree/Major

Verify Enrolment for Semester:	Fall _____ (year)	Spring _____ (year)	Summer _____ (year)
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Verification of Enrolment Letters <i>Confirms academic school year, enrolment, division, and major.</i>
<input type="checkbox"/> Verification of Enrolment <input type="checkbox"/> Verification of Enrolment FORM to be completed: ATTACH FORM <input type="checkbox"/> Custom Letter: <i>Please explain</i>
Verification of Graduation Letters
<input type="checkbox"/> Verification of Graduation (*ALL grades must be entered before requesting.) <input type="checkbox"/> Graduation Invitation

Delivery Service Options <i>Includes pick up, email, or mail.</i>	Courier Fees <i>Please select one.</i>
<input type="checkbox"/> Standard (2-5 business days).....\$10 <input type="checkbox"/> Rush (1 business day: some exceptions may apply).....\$35 <input type="checkbox"/> Custom (5 business days).....\$25 <input type="checkbox"/> Additional copies (\$5 each).....\$____	<input type="checkbox"/> \$12.00 within Canada <input type="checkbox"/> \$17.00 to USA <input type="checkbox"/> \$35.00 to International

Delivery Instructions	
<input type="checkbox"/> Pick-up at the Office of the Registrar <input type="checkbox"/> Email address _____ <input type="checkbox"/> Courier to 'mail to' address _____ <div style="text-align: center; font-size: small;">Phone number of recipient required</div>	<input type="checkbox"/> Mail to <div style="text-align: center;"> _____ Name _____ Address _____ Address _____ City Province Postal Code </div>

International Students Note: Verification of Enrolment Requests for upcoming semesters require a **Tuition Deposit of \$1000.00**. This is a non-refundable deposit that will be applied to the student's tuition fees for the semester confirmed in the letter. After the letter is issued, the deposit will be forfeited if a student's enrolment status changes from full-time to part-time, or if a student withdraws from the semester.

Student's Signature	Date

For Office Use Only						
REG:	NAT:	BD\$:	HLD:	CHG:	Verified:	Date:

Total Service Fee _____ ☐ MasterCard ☐ Visa Card# _____ Exp _____ / _____

Cardholder Name _____ Cardholder Signature _____