

# GENERAL REQUEST FORM

Requests will be processed within 5 business days.

## PERSONAL INFORMATION

PLEASE FILL IN ALL INFORMATION IN FULL (PLEASE PRINT)

STUDENT ID NO.:		PROGRAM CURRENTLY ENROLED IN (OR RELATED TO THIS REQUEST)	
FAMILY (LAST) NAME:		FIRST NAME:	MIDDLE NAME:
FORMER NAME(S) (IF APPLICABLE)			
ADDRESS:		CITY/PROVINCE:	POSTAL CODE:
BIRTH DATE: MM _____ DD _____ YY _____		HOME PH.:	CELL:

## PROCESSING INSTRUCTIONS (CHOOSE ONLY ONE "PROCESS" OPTION PER FORM)

### ENROLMENT VERIFICATION

- COURSES EXTRA TO CREDENTIAL (Attestation Letter)
- VISA RENEWAL
- CO-OP WORK PERMIT (submit request to MacEwan International)
- POST GRADUATE WORK PERMIT (submit request to MacEwan International)
- OTHER (Please State)

*NOTE: this form is not required for general enrolment and credential verifications. These documents can be downloaded and printed via myStudentSystem. Instructions are available on MacEwan.ca.*

TOTAL NUMBER OF LETTERS  
REQUESTED: \_\_\_\_\_

## MAILING/PICK UP INSTRUCTIONS

- MAIL TO MY HOME ADDRESS (As listed above)
- MAIL TO ALTERNATE ADDRESSES

\_\_\_\_\_ 1.NAME: \_\_\_\_\_  
# OF COPIES ADDRESS: \_\_\_\_\_  
CITY/PROVINCE: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_

\_\_\_\_\_ 1.NAME: \_\_\_\_\_  
# OF COPIES ADDRESS: \_\_\_\_\_  
CITY/PROVINCE: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_

WILL PICK UP AT: (Photo Identification is required at the time of pickup)

- CITY CENTRE CAMPUS (CCC)
- ALBERTA COLLEGE CAMPUS (ACC)

## AUTHORIZATION

I AUTHORIZE MACEWAN UNIVERSITY TO RELEASE THE LETTER REQUESTED.

SIGNATURE: \_\_\_\_\_  
*Signature not required if sent from a student @mymacewan.ca email account*

DATE: \_\_\_\_\_

## OFFICE USE ONLY

ENTERED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SENT BY: \_\_\_\_\_  
DATE SENT: \_\_\_\_\_

### PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section.33(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of one or all of the following: to determine eligibility for admission and financial assistance, to advise students about academic programs and to provide university services at MacEwan University. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at [privacy@macewan.ca](mailto:privacy@macewan.ca)