

CA School of Business - Student & Support Services

301, 1253 91 Street SW
Edmonton, AB T6X 1E9
Tel: 780 420.2350 Fax: 780 424.8041 Toll Free: 1 866 420.2350
www.casb.com

REQUEST FORM – STUDENT LETTER OF STATUS

Please email completed & signed form to CASB at generalregistrations@casb.com

Student Name: _____
(Print) First Middle Last

Student #: _____
(leave blank if not known)

CA Training Office Name: _____

Phone #: _____

Purpose of Letter: Work Visa Financing Other (specify): _____

Letter is requested on a:

- Regular** basis (no fee to process within 3-5 business days)
 Rush basis (\$30.00 fee required to process within 2 business days)
 Visa MasterCard American Express

Total Enclosed: _____

Credit Card Holder: _____ (Select one: Employer's Card Personal Card)

Credit Card #: _____

Expiry Date: ____ / ____ Credit Card Security Code** : _____

Signature of Card Holder: _____

Receipt required: Yes No

** The Card Security Code is located on the back of MasterCard and Visa credit or debit cards and is typically a separate group of three digits to the right of the signature strip. On American Express cards, the Card Security Code is a **printed** (NOT embossed) group of four digits on the front of the card towards the right. Payment information received without the Security Code will not be processed.

CASB does not collect GST

Letter is to be:

- Emailed to the address provided Mailed to the address provided Emailed and mailed

Street Address: _____

City: _____

Province: _____

Postal Code: _____

Home Email: _____

Business Email: _____

I hereby request that CASB prepare a Letter of Status for me in accordance with the information provided above.

Signature of Student: _____

Date: _____

Protection of Privacy – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, General Registrations, 301, 1253 91 Street SW, Edmonton, AB, T6X 1E9, email – generalregistrations@casb.com, phone – 1 866 420 2350 or local - 780 420 2350.