

## Request for Completion Letter for Post-Graduation Work Permit Application

- This request is for students who have recently completed their studies and are planning to apply for the Post-Graduation Work Permit.
- Students should submit this request AFTER application for graduation is completed and all final grades are posted on AccessCOTR.
- The International Department can assist students to apply for a Post-Graduation Work Permit Application.
- Review the post-graduation work permit eligibility requirements at Citizenship, Refugee and Immigration Canada: [canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html)

### PERSONAL INFORMATION

#### Student Number

---

#### Legal Name

---

Last Name

First Name:

Middle Name (*no initials*)

#### Mailing Address

---

---

City

Province

Postal Code

#### Telephone

---

Cell

Other

#### Email

---

#### Program

---

☐ Certificate☐ Post Degree Certificate☐ Diploma☐ Post Degree Diploma☐ Associate Degree☐ Degree

Anticipated Completion Date

---

### HOW WOULD YOU LIKE YOUR LETTER DELIVERED?

☐ By email to the address indicated above☐ Pickup at the Enrolment Services office

### NEXT STEP

After submitting this completed form, submit an Official Transcript Request through AccessCOTR.

### IMPORTANT NOTE

Documents will not be released if there are outstanding fees or fines.

#### DECLARATION

##### Freedom of Information/Protection of Privacy

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

##### Please read the following before signing:

I declare that the information contained in this form is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations of the College.

**Student Signature**

---

**Date**

---