



VERIFICATION OF ENROLMENT REQUEST FORM

You can access your Verification of Enrolment (VOE) by logging into your Student Information Portal and clicking on the "Verification of Enrolment" tab at no cost to you. Should you require our Office to print the VOE and/or stamp it with the University seal, complete the form below and submit with fee payment.

Student #:	_____	Street Address:	_____
Last Name:	_____	Apt. Number:	_____
First Name:	_____	City:	_____
BU Email:	_____	Province:	_____
Phone #:	_____	Postal Code:	_____

DOCUMENTS FOR PICK-UP:

Photo ID is required for pick-up. Individuals other than the student may pick up documents if the individual's name is indicated clearly on this form or if the individual provides written authorization from the student.

of Copies: _____ Letters will be available for pick-up, when possible, the following business day.

Pick-Up By: Me
 Someone Else:
Name of Authorized Individual: _____

DOCUMENTS FOR MAILING:

of Copies: _____

Address: Addressee Name: _____
Street Address: _____
Apt. Number: _____
City: _____
Province: _____
Postal Code: _____
Country: _____

FEE PAYMENT:

There is a \$12.00 per copy (subject to change). This fee and any outstanding amount owing to Brandon University must be paid before request will be processed. Select your payment method below.

AUTHORIZATION & SIGNATURE:

In signing and submitting this request, I confirm that all information is complete and accurate. I understand that my personal information is collected and used as described at www.brandonu.ca/finance/student-resources/student-forms/personal-information-collection/. Further, I authorize the University to answer any questions resulting from the issuance of this/these Verification of Enrolment document(s).

Student: _____ Date: _____

Submit completed form to Financial & Registration Services:

2nd Floor, Clark Hall, 270-18th Street, Brandon MB R7A 6A9
Phone: 204-727-9724 or 204-727-7313 Fax: 204-726-4573 Email: finreg@brandonu.ca