

## STUDENT LETTER OF STATUS REQUEST

Use this form to request a letter confirming your status in the CASB program. EMAIL the completed form to [generalregistrations@casb.com](mailto:generalregistrations@casb.com).

**PRINT in capital letters or CLICK in the box to type.**

1 Personal Information		
Student name		CASB student number (leave blank if not known)
First	Middle	Last
CA Training Office		Phone number
Help us make sure that we provide the information that you need. What is the purpose of the letter?		
<input type="checkbox"/> Work visa <input type="checkbox"/> Financing application <input type="checkbox"/> Other (specify)		

2 Processing Type and Fees
<input type="checkbox"/> <b>Regular</b> processing (3 - 5 business days): no fee
<input type="checkbox"/> <b>Rush</b> processing (within 2 business days): <b>\$30.00</b>

3 Payment Information (for rush processing only)			
Note: CASB does not collect GST			
Payment method	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Card type:	Total enclosed
<input type="checkbox"/> Cheque (attach to form)		<input type="checkbox"/> Employer <input type="checkbox"/> Personal	<input type="checkbox"/> \$30.00
Card number		Expiry date (mm/yy)	\$
Name as it appears on card	Card holder signature		

4 Delivery	
<input type="checkbox"/> Email to the address(es) provided <input type="checkbox"/> Mail to the address provided <input type="checkbox"/> Email and mail	
Email 1	Email 2
Street address	City
Province	Postal code

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## Authorization

Please prepare a letter of status for me in accordance with the information provided above.

Signature

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, communication with your employer, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, Student Services, 301, 1253 91 Street SW/Edmonton, AB/T6X 1E9, email – [generalregistrations@casb.com](mailto:generalregistrations@casb.com), phone – 1 866 420.2350 or local - 780 420.2350.