



Student Records  
 Toll-free: 1-877-554-7555  
 Phone: 250-370-3570  
 Email: [records@camosun.ca](mailto:records@camosun.ca)

Use this request form if you have an official form from an institution or organization that requires a Registrar's stamp and/or enrolment information to be completed by the Office of the Registrar. Examples of third-party forms include, but are not limited to: **Knowledge First Financial, Children's Education Fund, Canadian Scholarship Trust, iA Financial Group, or Public Works & Government – Service Canada.**

**Important:**

- Non-refundable Fee: **\$10** per request (submit one request form per third-party form).
- Turnaround time: Up to 7 business days from the date of payment.
- For Government Student Loan programs, awards, bursaries, grants, etc., contact [FinancialAid@camosun.ca](mailto:FinancialAid@camosun.ca).
- International Students, contact [Camosun International](#).
- Questions? Visit [Verification of Enrolment web page](#) or email [verificationofenrolment@camosun.ca](mailto:verificationofenrolment@camosun.ca).

**Your request will not be processed if:**

- The \$10 payment is not received.
- Your registration deposit for the requested term(s) has not been paid.
- You are not registered in any course(s) for the current or requested term(s).
- You have outstanding tuition/fees and/or fines owed to the college.

Student Email Address:	Student Telephone:

I declare that I am the individual named above and this is my signature. I authorize Camosun College to complete and release the thir a62W:c

-up option is available.