



## Third-Party Verification of Enrolment Form

For Domestic Students

Student Records  
Toll-free: 1-877-554-7555  
Phone: 250-370-3570  
Email: [verificationofenrolment@camosun.ca](mailto:verificationofenrolment@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 Name:	Student ID Number:
Student Email Address:	Student Telephone:
<b>I declare that I am the individual named above and this is my signature. I authorize Camosun College to complete and release the third-party form as required:</b>	
Student Signature:	Date:
<b>Indicate academic term(s) and year(s) for which you are requesting confirmation of enrolment (e.g. Winter 2022 – current or past terms only):</b>	
<input type="checkbox"/> WINTER (Jan-Apr); Year	<input type="checkbox"/> SUMMER (May-Aug); Year
<input type="checkbox"/> FALL (Sept-Dec); Year	

**Name of the third-party organization (\$10 per form):**

**SUBMISSION INSTRUCTIONS:**

1. Complete all required fields on this request form and your official form.
2. Email BOTH forms to [verificationofenrolment@camosun.ca](mailto:verificationofenrolment@camosun.ca).
3. Payment instructions will be emailed to you from [verificationofenrolment@camosun.ca](mailto:verificationofenrolment@camosun.ca) within three (3) business days.
4. Make payment on [myCamosun](#) as per the emailed instructions (\$10 per form; non-refundable).
5. Review your receipt on myCamosun. Requests will not be processed until payment is received.
6. Your verified official form is emailed to your email address on file within seven (7) business days from date of payment. When required, it may be emailed directly to the third-party institution/organization with a copy to you.
7. No pick-up option is available.