



LETTER OF PROGRAM COMPLETION REQUEST

Please email completed form to graduation@okanagan.bc.ca (or submit to the International Office or Registrar's Office)

PERSONAL INFORMATION

Please include your full legal name as it appears on your primary identification.

OC Student Number: _____ **Date of Request:** ____/____/____
Day Month Year

Full Legal Name

Last Name First Name Middle Name(s)

Primary Phone #: _____

Email Address: _____
**Completed letters will be emailed to the address above.*

CREDENTIAL INFORMATION

Degree Diploma Certificate **Program Name:** _____

Option / Emphasis / Specialty (if applicable): _____

Program Start Date: ____/____/____ **Date of Completion:** ____/____/____ (If known)
DD MM YYYY DD MM YYYY

LETTER INFORMATION

I require this letter for:

Post-Graduate Work Permit (International Students) Proof of program completion for employment Other: _____

Please include the following information in my letter (only if required by the requesting organization):

The standard length of the program Dates of enrolment Program Completion Date Ceremony Date
 Other (please specify)

DELIVERY

All letters are issued electronically and will be emailed to the email address specified above. If you also require a transcript, please order through your *myOkanagan* account. For employment purposes, a copy of your letter can be emailed directly to your employer from Okanagan College upon special request to graduation@okanagan.bc.ca at the time the form is submitted.

Please allow 5 to 7 business days for processing during peak graduation periods (December, January, April and June)

For Office Use Only

Hold Check Final Audit Complete Date Processed _____