



## EDUCATIONAL ENROLMENT CONFIRMATION FOR CITIZENSHIP (See instructions on page 2)

This form is to be completed by the school board or education institution official. Ensure that the form is printed on official letterhead or affix the school board or institution seal or stamp.

Student name:		Date of birth (YYYY-MM-DD):
School year at the time the academic year or semester was completed:	Grade level at the time the academic year or semester was completed:	Date the letter was issued (YYYY-MM-DD):

By this letter, I attest that \_\_\_\_\_ completed a full academic year or semester in an English or  
(legal name of the student)  
 a French language educational institution in \_\_\_\_\_ of \_\_\_\_\_.  
(month) (year)

**Certified by:**

_____ Signature of the school board or educational institution official	_____ Date (YYYY-MM-DD)
_____ Name of the school board or educational institution official (please print)	_____ Position title

Name of the school board or the educational institution
Address
Telephone number
Name of the head of the school board or educational institution
School board or educational institution's email or website address

Affix  
school board  
or institution  
seal/stamp

# INSTRUCTIONS

## Instructions for school board official or educational institution

- 1 - Download the CIC template letter.
- 2 - Fill out the required fields.



**Note:** If your Enrolment Confirmation Letter for citizenship purposes is **missing information** or the information is **not correct**, we will return your application to you. Please ensure all parts of your letter are completed prior to submission.

- 3 - Once this is completed, please print the letter on official letterhead, or affix the stamp or seal of the school board or educational institution.
- 4 - Sign the letter.

## Format



**Important information:** Please note that CIC will only accept originals.

## Definition

- **Educational institution official** refers to the principal, vice-principal, school director or teacher.
- **School board official** refers to board employees and trustees or school staff representative.