



## Office of the Registrar

Email : studentrecords@alexandercollege.ca

Tel : (604) 435-5815

Fax : (604) 435-5895

# RETURN OF INTERNATIONAL DOCUMENTS REQUEST

### Request Details

Student's First Name	Student's Last Name (family name)	Student ID Number

### Policy



International documentation, as deemed irreplaceable by the Office of the Registrar, may be returned to a student on submission of this form. If approved to be returned, the documents will be verified by an authorized officer, and made available for pick up by the student.

Documents not claimed within 2 years of the last date of active enrollment are securely destroyed

	Name of Document (or description of document)
1	
2	
3	

### Pick-up Procedure

1. All original documents will be available for pick-up after 3 business days (from the date that the form and documents are submitted to the Office of the Registrar)
2. Once available for pick up, original documents will be held for a period of 90 days. If the documents are not picked up within 90 days, the request will be cancelled and the documents returned to the student file.
3. One (1) piece of government-issued photo ID, or an AC student ID card, is required for pick-up
4. If another individual (i.e. not the student) will pick up the original documents, the student must submit a Third Party Pick-up form to the Office of the Registrar. The form is available online

Student's Signature	Date (DD - MMM - YYYY)
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### OFFICE USE ONLY – TO BE COMPLETED AT THE TIME OF PICK UP

Student's Signature	Date (DD - MMM - YYYY)
Officer's Signature	Date (DD - MMM - YYYY)