

# Forms

On our forms, BCIT collects demographic information, including birth date, from prospective students, applicants, and enrolled students to generate unique, unduplicated student numbers, and to meet reporting requirements for the Ministry of Post-Secondary Education and Future Skills. The information is kept in a secure system and can be accessed only by authorized BCIT personnel. For more information, please read BCIT's [Freedom of Information and Protection of Privacy Policy \[1\]](#).

The documents below are in PDF format, which requires Adobe Acrobat Reader. [Download the latest version of Adobe Acrobat Reader \(free\) \[2\]](#).

## Document and credential requests

- [Application for BCIT Credential \[3\]](#)
- [International Student Letter of Verification \[4\]](#)
- [Customized Letter of Verification Request \[5\]](#) or [order a standard letter online \[6\]](#) (international students complete the [International Letter Request \[7\]](#).)
- [Replacement Document Request \[8\]](#) to request:
  - Replacement credential
  - Replacement logbook

## Course credit requests

- [Course Credit / Exemption \[9\]](#)
- [Flexible Learning Transfer Credit Request \[10\]](#)

## Withdrawal forms

- [Full-time Technology / Part-time Degree Withdrawal \[11\]](#)
- [Full-time Trades Withdrawal \[12\]](#)
- [Full-time Course Withdrawal \[13\]](#)
- [Flexible Learning Course Withdrawal \[14\]](#)

## Personal information changes and consent

- [Change of Name \[15\]](#)
- [Consent to Release Personal Information to a Third Party \[16\]](#)

## Other forms and information

- [Academic Accommodation for Reserve Force Students \[17\]](#)
- [Consent for Authorized Agent Representative \[18\]](#)
- [International Credential Evaluation Service \(ICES\) Forms \[19\]](#)
- [ISEP – Request for Commitment Fee Refund to Third Party \[20\]](#)
- [ISEP – Request to Withdraw \[21\]](#)
- [Midterm Grade Submission \[22\]](#)
- [Student Medical Certificate \[23\]](#)
- [School of Business Field School Travel Fee Invoice \[24\]](#)
- [School of Business Program Change \[25\]](#)
- [School of Business Summer School Invoice \[26\]](#)

# Program and course catalogues

- The [BCIT Future Student Guide \[27\]](#) contains full-time program information.

To request a **paper copy** of the Future Student Guide, provide us with your complete mailing address by [email](#) or by phone to [Student Information and Enrolment Services \[28\]](#) at 604-434-1610 or toll-free at 1-866-434-1610 (Canada and US only).

## Useful policy links

- [Admission Policies \[29\]](#)
- [Academic Integrity and Appeals \[30\]](#)
- [Convocation Policies and Procedures \[31\]](#)
- [Fees and Charges \[32\]](#)
- [Student Code of Conduct \(Non-Academic\) \[33\]](#)
- [Student Evaluation \[34\]](#)
- [Student Regulations \[35\]](#)

## List of links found on this page

This list includes all links found on this page for your reference.

- [1] <https://www.bcit.ca/files/pdf/policies/6700.pdf>
- [2] <https://get.adobe.com/reader/>
- [3] [https://www.bcit.ca/files/records/pdf/appl\\_4\\_credential.pdf](https://www.bcit.ca/files/records/pdf/appl_4_credential.pdf)
- [4] <https://www.bcit.ca/international-students/international-letters-verification/>
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