Date: (YYYY/MM/DD)

Immigration, Refugees and Citizenship Canada (IRCC)

Dear Sir or Madam,  
  
I am including this letter with my PGWP application in order to explain my participation in the Bridge to Academic Success in English (BASE) program which was a component of my University of Waterloo degree. The BASE program is offered to full-time first year undergraduate students who meet the University of Waterloo’s academic admission requirements but not the English language requirements. While in the BASE program, undergraduate students receive 20 hours of language instruction each week of the academic term. This language instruction takes place at Renison University College which is an affiliate DLI of the University of Waterloo and is located on the University of Waterloo campus. In the BASE program, undergraduate students also take 1 or 2 credit courses towards their University of Waterloo degree.

In my case, I took the BASE program in (Fall/Winter/Fall and Winter) term in (year). I was also enrolled in (1/2) course(s) at the University of Waterloo during that period. That is why there is only (1/2) course(s) listed in my academic transcript for my (first/second/first and second) term(s). I successfully completed the BASE program in (month/year) and began full-time degree studies the following term.

While my transcript reflects a part-time course load at University of Waterloo during this period, I was enrolled in a full-time course load between the 2 institutions and this was a part of my degree requirements.

If you require any further information about my application, please don’t hesitate to contact me by phone at (phone number) or email at (email).  
  
Yours Truly,

(signature of applicant)

(applicant’s typed name)