REQUEST TO WRITE A CONCORDIA UNIVERSITY EXAM
AT AN EXTERNAL INSTITUTION
Office of the Registrar

(PLEASE PRINT)

Family Name ________________________________________________ Concordia I.D. Number ____________________________

First Name ________________________________________________ Date of Birth DAY _______ MONTH _______ YEAR _______

Home Telephone ( ) __________________________________________ Business Telephone ( )

E-mail ____________________________________________________

Procedure: 1. Deadline for submission: November 15
for December final examination period
April 1
for April-May final examination period
June 1
for June final examination period
August 1
for August final and replacement/supplemental examination periods

2. Fee $20 per exam to cover costs (non-refundable)

Reason / Courses — I am requesting authorization to write my final, deferred/replacement or supplemental examination(s) at an external institution for the following reason:

____________________________________________________________________________________________

____________________________________________________________________________________________

I have attached the appropriate documentation supporting this request. The examinations I want to write externally are for the following course(s):

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>SESSION</th>
<th>SECTION</th>
<th>DATE AND TIME OF EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. ACCO</td>
<td>213</td>
<td>2</td>
<td>AA</td>
<td></td>
</tr>
</tbody>
</table>

____________________________________________________________________________________________

____________________________________________________________________________________________

External University / College Information:

Name of University / College ____________________________________________

Name of Registrar’s Office Contact ______________________________________

Mailing Address

( ) ____________________________________________ ( ) ______________________________

Telephone Fax E-mail

Regulations:

1. This application must be submitted to the Birks Student Service Centre (LB 185) by the deadline noted above along with the necessary fee.

2. You must provide all the relevant information regarding the External University / College Contact.

3. The external institution chosen must be an accredited University / College and the proctor / invigilator must be an employee of that institution.

4. You must write the examination(s) at the external institution at the exact same date and time as scheduled at Concordia and time differences must be taken into account.

5. You are responsible for any invigilation costs required by the external institution.

____________________________________________________________________________________________

Student’s Signature ____________________________ Date ____________________________

OFFICE USE ONLY

PAYMENT METHOD: □ D/C  □ MO

DATE: AMOUNT: INITIALS:

UES721 73100 8/19