LETTER OF ATTESTATION REQUEST FORM
Fee: $15 per Letter of Attestation
Processed within 5 working days after receipt

Student Information (Please Print)

Last Name: ________________________________
First Name: ________________________________
Address: __________________________________
Email: ____________________________________

Student I.D.: ________________________________
Date of Birth ____________________ YYYY-MM-DD
Telephone: ________________________________
Last term you studied:________________________
Area of study: ________________________________
Number of copies: ____________________________

☐ I will pick up the letter
☐ Mail the letter to the address above

Signature: ________________________________ Date: ________________________________

Indicate the purpose of this Letter of Attestation:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

PAYMENT METHOD

$15 per Letter of Attestation
(Cash and Personal Cheques are NOT accepted)

☐ (in person only) ☐ Money Order (Payable to Concordia University) ☐ VISA ☐ MasterCard ☐ AMEX ☐ DISCOVER

AMOUNT: $

CREDIT CARD NUMBER
EXPIRY DATE (MONTH/YEAR)

DATE NAME AS IT APPEARS ON THE CREDIT CARD CARDHOLDER’S SIGNATURE

Students who have an outstanding balance with the University will not receive their transcript(s) until their account is cleared

Processed:

REV-2016-08-02