

Student Information

PLEASE PRINT CLEARLY

Family Name _____ Concordia ID Number _____

First Name _____ Date of Birth _____
DAY MONTH YEAR

Address _____ Telephone (Day) _____
STREET ADDRESS APT. AREA CODE / COUNTRY CODE

CITY _____ PROVINCE _____ Telephone (Evening) _____
AREA CODE / COUNTRY CODE

COUNTRY _____ ZIP / POSTAL CODE _____

E-mail _____

NOTE: This form must be accompanied with your original Concordia Diploma.

- I would like _____ certified copies of my diploma. The fee is \$10 CDN per copy.
- Please return my original diploma and certified copies to the address above in the student information section. The mailing options are:
 - \$32 CDN — Express Post to CDN & US addresses (typically 3-5 business days) / Registered mail to international addresses (typically 3 to 12 weeks).
 - OR
 - \$60* CDN — Courier to international addresses (typically 4-6 business days). This option is not available for destinations in Canada and the United States.

**Note: rates may be higher for destinations in conflict zones. If applicable, we will contact you with the rate prior to processing your request.*

To have your certified copy sent to an alternate address, please also complete the below information:

- \$32 CDN — See details above. **OR** \$60* CDN — See details above.

PLEASE _____
NAME OF INDIVIDUAL AND/OR DEPARTMENT

PRINT _____
INSTITUTION OR COMPANY

CLEARLY _____

STREET ADDRESS _____

CITY _____ PROVINCE / STATE _____

COUNTRY _____ POSTAL CODE _____

Student's Signature _____ Date _____

OFFICE USE ONLY	<input type="checkbox"/> Mailed	Name: _____	Signature: _____	Date: _____
	<input type="checkbox"/> Picked up			

Payment Information

The total amount can be paid by:

- Certified cheque, money order, or bank draft payable to Concordia University.
- Credit card (VISA or MasterCard) provide the information below.

PLEASE PRINT CLEARLY

Student ID #	Student Family Name	Student First Name
Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		Certified Copies (\$10 each) \$ _____
PLEASE NOTE: We do not accept Visa or Mastercard Debit.		Mailing of diploma / copy(ies) \$ _____
		Mailing of copy to alternative address (if applicable) \$ _____
		Total Amount: \$ _____
Card Number: _____ - _____ - _____ - _____		Expiry Date: _____ - _____ <small style="margin-left: 100px;">MM YY</small>
3 Digit CVD Security Code: _____ <small>(Located on back of card)</small>		Phone: () _____
PLEASE SIGN Cardholder's Signature: _____		

NOTES:

Payment will not be processed without a signature and total amount.

Concordia University will not be responsible for additional costs associated with items returned as unclaimed or with incomplete / incorrect mailing addresses.

Send the completed form **via mail** with original Concordia diploma and certified cheque, money order or bank draft payment.

Concordia University
 Enrolment Services: Attention – Events Office
 1455 De Maisonneuve Blvd. West, FB-900
 Montreal, Quebec H3G 1M8