

**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:

- \$36 CDN — Express Post to CDN & US addresses (typically 2 – 5 business days) /  
OR Registered mail to international addresses (typically 3 – 12 weeks).
- \$60 CDN — Courier to North America / South America / Caribbean / Europe (typically 4 – 7 business days).  
OR This option is not available within Canada.
- \$85 CDN — Courier to Asia / Africa / Australia and Oceania (typically 4 – 7 business days)

*Note: Courier rates may be higher or unavailable for certain destinations. 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:**

- \$36 CDN **OR**  \$60 CDN **OR**  \$85 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 \_\_\_\_\_

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

**Payment Information**

The total amount can be paid by credit card (VISA or MasterCard), provide the information below.

PLEASE PRINT CLEARLY

Student ID #	Student Family Name	Student First Name
<b>Credit Card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
		_____ (quantity) Certified Copies (\$10 each) \$ _____
		Return mailing of original diploma \$ _____
<b>PLEASE NOTE: We do not accept Visa or Mastercard Debit.</b>		Mailing of copy to alternate address (if applicable) \$ _____
		<b>Total Amount:</b> \$ _____
<b>Credit Card Number:</b> _____ - _____ - _____ - _____		<b>Expiry Date:</b> _____ - _____ <small style="margin-left: 100px;">MM                  YY</small>
<b>Phone:</b> (         ) _____ _____		
<b>PLEASE SIGN</b> <b>Cardholder's Signature:</b> _____		

**Notes:**

- *Payment will not be processed without a signature and total amount indicated.*
- *We do not accept cheques, money orders or bank drafts.*
- *Concordia University will not be responsible for additional costs associated with items returned as unclaimed or with incomplete / incorrect mailing addresses.*

**E-MAIL**

To send the completed form via e-mail (with credit card payment): [convocation@concordia.ca](mailto:convocation@concordia.ca)

**FAX**

To send the completed form via fax (with credit card payment): 514-848-2837 (Attention: Events Office)

**MAIL**

To send the completed form via mail (with credit card payment):

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