

**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 \_\_\_\_\_

Degree Earned \_\_\_\_\_

Year \_\_\_\_\_  Spring  Fall

**Request Information**

Please select one:

- \$32 CDN — Express Post to CDN & US addresses (typically 3-5 business days) / Registered mail to international addresses (typically 3 to 12 weeks).
- \$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.*
- I would like \_\_\_\_\_ certified copies of my diploma.  
The fee is \$10 CDN per copy.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Payment Information**

PLEASE PRINT CLEARLY

The total amount can be paid by:

- Certified cheque, money order, or bank draft payable to Concordia University.

Student ID #	Student Family Name	Student First Name
<b>Card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
Express Post (CAN & US) / Registered (Int'l) \$32 \$ _____		
<b>OR</b>		
Courier (Not available for CAN & US) \$60 \$ _____		
Certified Copies (\$10 each) \$ _____		
<b>Total Amount:</b> \$ _____		
<b>Card Number:</b> _____ - _____ - _____ - _____		<b>Expiry Date:</b> _____ - _____ <small>MM                  YY</small>
<b>3 Digit CVD Security Code:</b> _____ <small>(Located on back of card)</small>		
<b>Phone:</b> ( _____ ) _____		
<b>PLEASE SIGN</b>		
<b>Cardholder's Signature:</b> _____		

**Notes:**  
*Payment will not be processed without signatures and total amount indicated.*

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

To send the completed form **via e-mail** (with credit card payment):  
diplomamailin@concordia.ca

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

To send the completed form **via mail** (with 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