

**Student Information**

PLEASE PRINT CLEARLY

Family Name \_\_\_\_\_ Concordia ID Number \_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
DAY MONTH YEARAddress \_\_\_\_\_ Telephone (Day) \_\_\_\_\_  
STREET ADDRESS APT. AREA CODE/COUNTRY CODECITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_  
AREA CODE/COUNTRY CODE

COUNTRY \_\_\_\_\_ ZIP / POSTAL CODE \_\_\_\_\_

E-mail \_\_\_\_\_

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

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

**Request Information**

Please select one:

**\$36 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 North America / South America / Caribbean / Europe  
(typically 4-7 business days). 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.*

I would like \_\_\_\_\_ certified copies of my diploma. The fee is \$10 CDN per copy.

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

OFFICE  
USE  
ONLYMailed Name:  
Payment Processed

Signature:

Date:

SEE NEXT PAGE FOR PAYMENT INFORMATION

**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
<p><b>Credit Card:</b>    <b>Visa</b>                      <b>Mastercard</b></p>		
		Express Post (CAN & US) / Registered (Int'l) \$36    \$ _____
<p>PLEASE NOTE: We do not accept Visa or Mastercard Debit.</p>		OR Courier to North America / South America / Caribbean / Europe (not available for CAN) \$60)    \$ _____
		OR Courier to Asia / Africa / Australia and Oceania \$85    \$ _____
		Certified Copies (\$10 each)    \$ _____
		Total Amount:    \$ _____
<p><b>Credit Card Number:</b> _____ - _____ - _____ - _____</p>		
<p><b>Expiry Date:</b> _____ - _____                                  MONTH                      YEAR</p>		
<p><b>Phone:</b> ( _____ ) _____</p>		
<p><b>PLEASE SIGN</b></p>		
<p><b>Cardholder's Signature:</b></p>		

**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 diplomas returned as unclaimed or with incomplete/incorrect mailing addresses.**

To send the completed form via e-mail (with credit card payment):  
convocation@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 credit card payment):  
Concordia University Enrolment Services: Attention – Events Office  
1455 De Maisonneuve Blvd. West, FB-900  
Montreal, Quebec H3G 1M8