

**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

\_\_\_\_\_ **Telephone (Evening)** \_\_\_\_\_  
CITY PROVINCE AREA CODE/COUNTRY CODE

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

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

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

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

**Request Information**

Please select one:

**\$35 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** \_\_\_\_\_

OFFICE USE ONLY	Mailed Name: Payment Processed	Signature:	Date:
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**Payment Information**

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

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STUDENT ID #	STUDENT FAMILY NAME	STUDENT FIRST NAME
<b>Card:</b>	<b>Visa</b>	<b>Mastercard</b>
	Express Post (CAN & US) / Registered (Int'l)	\$35 \$ _____
PLEASE NOTE: We do not accept Visa or Mastercard Debit.		OR Courier (Not available for CAN & US) \$60 \$ _____
	Certified Copies (\$10 each)	\$ _____
	Total Amount:	\$ _____
<b>Card Number:</b>	_____ - _____ - _____ - _____	<b>Expiry Date:</b> _____ - _____ MONTH YEAR
<b>3 Digit CVD Security Code:</b>	_____	
<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 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