

This form is intended for graduates from the Spring 2020, Fall 2020, Spring 2021 or Fall 2021 graduating classes who are requesting certified copies of their diploma. Certified copies will be mailed along with the original diploma. As such, **it is imperative to submit this form prior to providing a Diploma Mailing Address.**

PLEASE PRINT CLEARLY

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

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
DAY / MONTH / YEAR

Address \_\_\_\_\_ Telephone \_\_\_\_\_  
STREET ADDRESS APT. AREA CODE / COUNTRY CODE

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

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

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

Graduating Year \_\_\_\_\_  Spring (completed courses in December or April)  
OR  
 Fall (completed courses in summer)

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

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

- \$34 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.

PLEASE  
PRINT  
CLEARLY

NAME OF INDIVIDUAL AND/OR DEPARTMENT \_\_\_\_\_ TELEPHONE NUMBER OF RECIPIENT \_\_\_\_\_

INSTITUTION OR COMPANY \_\_\_\_\_

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			

