

Student Information

This form is intended for Spring 2020 graduates who prefer to have their diploma sent via courier than by Canada Post Xpresspost (for Canada and USA) or Canada Post Registered mail for all other destinations. The cost of courier is \$60 CAD.

PLEASE PRINT CLEARLY

Family Name _____ **Concordia ID Number** _____

First Name _____ **Date of Birth** _____
DAY MONTH YEAR

Address Attn: _____ **Telephone (Day)** _____
AREA CODE / COUNTRY CODE

ADDRESS 1 _____ APT. _____

ADDRESS 2 _____

CITY _____ PROVINCE _____

COUNTRY _____ ZIP / POSTAL CODE _____

E-mail _____

Degree Earned _____

Request Information

\$60 — Courier

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

Student's Signature _____ **Date** _____

OFFICE USE ONLY	<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
Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		Courier \$60 \$ _____
PLEASE NOTE: We do not accept Visa or Mastercard Debit.		Certified Copies (\$10 each) \$ _____
		Total Amount: \$ _____
Card Number: _____ - _____ - _____ - _____		Expiry Date: _____ - _____ <small style="margin-left: 100px;">MM YY</small>
3 Digit CVD Security Code: _____ <small>(Located on back of card)</small>		Phone: (_____) _____
PLEASE SIGN Cardholder's Signature: _____		

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