

(PLEASE PRINT)

Family Name _____ **Concordia I.D.** _____

First Name _____ **E-mail** _____

Mobile Telephone _____ **Home Telephone** _____
AREA CODE AREA CODE

Degree _____ **Concentration** _____

There is a **\$20 charge** for each letter requested. A **minimum of ten (10) working days** is required to process the request. Students requesting a Convocation Letter must have already submitted an application for graduation through MyConcordia > My Student Center. At certain times of the year it may take more than ten (10) working days to process your request. Please note that University policy does not permit use of the official seal on these letters.

Completion of Degree Requirements Letter (PLEASE PRINT)

Curriculum evaluation can only be requested if you are registered in your final year or if the degree has not yet been conferred.

1. I would like this letter written: while my courses are in progress **OR** once my program requirements are completed and all final grades are posted. (including thesis grade)

2. I would like the letter to be addressed to: To Whom It May Concern **OR**
 Name of the person: _____

3. I will pick up the letter at the Office of the Registrar, 1250 Guy, FB 900 (9th floor), Faubourg Building.

OR

I would like the letter to be mailed to the following address:
(please include postal code) _____

Je désire cette lettre en français. _____

Convocation Letter (PLEASE PRINT)

(Letter for potential graduates to invite family/guests from another country to attend the convocation ceremony.)

1. Indicate the name(s) of family member(s)/guests and their relationship to you:

2. I will pick up the letter at the Office of the Registrar, 1250 Guy, FB 900 (9th floor), Faubourg Building.

OR

I would like the letter to be mailed to the following address:
(please include postal code) _____

Je désire cette lettre en français. _____

Student's Signature _____ **Date** _____

OFFICE USE ONLY	PAYMENT METHODS	DATE:	AMOUNT:	INITIALS:
	<input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> D/C <input type="checkbox"/> MO <input type="checkbox"/> #C _____			

METHODS OF PAYMENT

There is a \$20 charge for each letter requested. At certain times of the year it may take more than **ten (10) working days** to process your request. Additional fax fees apply as indicated below:

Fax fees:

- **Quebec:** no charge
- **Rest of Canada & U.S.A.:** \$5.00
- **International:** \$10.00

Methods of payment are:

- **In Person:** Money Order, VISA, MasterCard, or Debit Card.
- **By Mail:** Cheque, Money Order, Visa, or MasterCard.
- **By Fax:** Visa or Mastercard.

Charge to Student Account (only for currently registered students)

Payment by Credit Card	
Student ID Number: _____	
Name: _____ Family Name First Name	
Name of Cardholder: [] Same as above OR _____	
Card: [] Visa [] MasterCard	
Account Number: _____	Expiry Date: _____
Amount of Payment: \$ _____	
Phone: () _____	
Signature of Cardholder: _____	

Our mailing address is:

Concordia University
Birks Student Service Centre, LB 185
1455 De Maisonneuve Blvd. West
Montreal, Quebec
H3G 1M8

Tel: 514-848-2424 ext. 2668

Fax: 514-848-4507