

A. Personal Information

First Name: _____ **Concordia Student ID:** _____

Family Name: _____ **E-mail Address:** _____

Home Tel.: () _____ **Date of Birth:** _____
DD / MM / YY

Work Tel.: () _____ **Please inform the Office of the Registrar of any change to your contact information.**

B. Letter/Form Request

There is a **\$20 charge** for each letter or form requested. A **minimum of five working days** is required to process the request. Please note that University policy does not permit the use of the official seal on such letters of attestation. Forms requiring the University seal will be mailed by the Office of the Registrar directly to the requesting agency/institution on your behalf.

Please Choose ONE of the following:

- Certification of Graduation** "Credential Awarded" must appear on your transcript.
- Form** e.g. CST, USC, Insurance
- Letter of Attestation** e.g. Status letter, Immigration/Visa extension, Military Exemption, Welfare letter

Please indicate which sessions for ALL letter/form requests:

- Session:**
- Fall/Winter _____ to _____
 - Fall _____
 - Winter _____
 - Summer _____

NOTE: We can not attest to a "probable date of graduation." We can only attest to registration in sessions that appear on your transcript.

- Status:**
- Full-Time (Min. 24 credits/yr or 12 credits/session*)
 - Part-Time (Under 24 credits/yr or 12 credits/session*)
 - Not registered

* Refers to undergraduate studies. For Graduate studies, refer to the Graduate Calendar.

Additional Information (If Required):

C. Delivery - Choose ONE Option Only

- To be **picked up** from Birks Student Service Centre S-LB 185
- To be **mailed to:** _____
- Addressed to: _____
Letters will be addressed "To whom it may concern" if left blank.
- Email PDF: _____
- Je désire cette lettre en **français**

Student's Signature: _____ **Date:** _____

Office Use Only

Payment Methods: MC Visa DC MO #C _____ Amount: _____

Date: _____ Initial: _____

METHODS OF PAYMENT

There is a \$20 fee and a minimum of 5 working days to process the form.
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, Credit card, or Debit card.
- **By Mail:** Cheque, Money Order, Credit card.
- **By Fax:** Credit card.

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 [] Amex [] Discover	
Account Number: _____	Expiry Date: _____
Amount of Payment: \$ _____	
Phone: () _____	
Signature of Cardholder: _____	

Our address is:

Birks Student Service Centre
Enrolment Services, LB 185
Concordia University
1455 De Maisonneuve Blvd. West
Montreal, Quebec
H3G 1M8
Tel: 514-848-2424 ext.2668
Fax: 514-848-4507