

# Teacher Qualification Service Letter



If you require a letter stating the courses you earned that were extra to your degree, submit this form to the Registrar's Office in Student & Enrolment Services. Normally, the Registrar's Office completes these requests within 3-5 business days.

<b>TO BE COMPLETED BY THE STUDENT</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Student ID Number</b>
<b>Phone Number</b>	<b>Email</b>	
<input type="checkbox"/> I give Concordia University of Edmonton permission to provide the Alberta Teachers Association with the courses/credits I earned, but were declared extra to my undergraduate degree.		
<b>Student Signature</b>		<b>Date</b>

<b>PLEASE SELECT THE METHOD OF DELIVERY</b>			
<input type="checkbox"/> <b>I will pick up the letter at the Registrar Office. Please notify me when it is ready.</b> Please note that you <b>must present valid photo identification.</b>			
<input type="checkbox"/> <b>Please mail the letter to the Teacher Qualification Service.</b>  The Alberta Teacher's Association Barnett House, 11010 142 Street NW Edmonton, AB T5N 2R1			
<input type="checkbox"/> <b>Please mail the letter to the address below:</b>			
<b>Recipient</b>			
<b>Address</b>			
<b>City</b>	<b>Province</b>	<b>Postal Code</b>	<b>Country</b>

<b>TO BE COMPLETED BY THE REGISTRAR'S OFFICE</b>		
<b>Completed form received by the Registrar's Office</b>	<b>Initials</b>	<b>Date</b>
<b>Delivery method:</b>		<b>Date</b>
<input type="checkbox"/> Pickup at Student & Enrolment Services <input type="checkbox"/> Mailed to TQS <input type="checkbox"/> Mailed to address given		