

Request for Graduation Status Letter



If you require written confirmation of your graduation status, submit this form to the Registrar's Office in Student & Enrolment Services. **Students requesting a Graduation Status Letter must submit an *Application for Graduation* first through their Online Services.** Normally, the Registrar's Office completes these requests within 3-5 business days.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Phone Number	Email	

If you have not already graduated, have you submitted an Application for Graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Which Conferral have you applied for? <input type="checkbox"/> September <input type="checkbox"/> January <input type="checkbox"/> May Year: _____
Do you require your Major or Concentration to be included in the graduation status letter? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Minor or Emphasis will not be included.</i>
Date Letter is Required:

PLEASE SELECT THE METHOD OF DELIVERY			
<input type="checkbox"/> Please email the letter to my Concordia University of Edmonton email address.			
<input type="checkbox"/> I will pick up the letter at the Registrar Office. Please notify me when it is ready. Please note that the person picking up the copy/copies must present valid photo identification.			
<input type="checkbox"/> Please mail the letter to the address below:			
Recipient			
Address			
City	Province	Postal Code	Country
Student Signature			Date

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date
Delivery method:	Date	
<input type="checkbox"/> Emailed to Student <input type="checkbox"/> Pickup at Student & Enrolment Services (HA120) <input type="checkbox"/> Mailed to address given		