

Teacher Qualification Service Letter



If you require a letter stating the courses you earned that were extra to your undergraduate degree, submit this form to the Registrar's Office in Student & Enrolment Services (HA120). 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	
☐ I give Concordia University of Edmonton permission to provide the Teacher Qualification Service with the courses/credits I earned, but were declared extra to my undergraduate degree.		
Student Signature		Date

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

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date
Delivery method: ☐ Pickup at Student & Enrolment Services ☐ Mailed to TQS ☐ Mailed to address given		Date