

Office of the Registrar

Telephone: (416) 491-5050 Ext. 7461 or 7462
 Fax: Markham: (905) 940-4090

Seneca

Graduation Letter Request

The fee for each Graduation Letter is \$11.30 (including H.S.T.)

Number of graduation letters requested _____
(maximum 5 copies)

[NOTE: Graduation letter can only be processed after the issuance of final grades required for graduation.]

Allow at least 2 weeks for processing.

_____|_____|_____|_____|_____|_____|
 Student Number

_____|_____|_____|_____|_____|_____|
 S.I.N. (If applicable)

_____|_____|_____|_____|_____|_____|
 Birthday (YYMMDD)

 Last Name

 First Name

 Street Address

 Apt./Unit No.

 City / Town

 Province

 Postal Code

() ()
 Home Telephone

() ()
 Business Telephone

 Extension

 Last Name (while attending Seneca College)

 Address (while attending Seneca College)

 Program Name

 Campus

 Month & Year of Graduation

Reason for Request:

- Post-Graduation work permit for International students (Request must be submitted to CIC within 90 days of issuance of final grades, not 90 days after convocation)
 Employment
 Other (please specify) _____

CHOOSE ONE OF THE PAYMENT METHOD OPTIONS:

- Cash Interac Credit Card
Visa, MasterCard, Amex Cheque
payable to Seneca College

Cash/Interac Payment Option: Can be made in person at any Registration Office at Seneca College.

Credit Card Payment Option: _____
Credit Card Number _____
Expiry Date

- Yes, I would like my Graduation Letter mailed to me. No, I will pick up in person at:
 Newnham Campus King Campus
 Seneca@York Campus Markham Campus

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at (416) 491-5050 extension 77846 or email privacyoffice@senecacollege.ca.

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

GRADUATION LETTER FEE _____

LETTER MAILED ON _____ BY _____

Item Type 0652

INITIAL _____

LETTER SENT BY INTEROFFICE ON _____ BY _____

Copy: Convocation Coordinator Original: Student

Last Revised: March 9/12

FEES SUBJECT TO CHANGE.

TO BE DUPLICATED ONLY BY REGISTRATION & RECORDS.