



www.ocadu.ca
 Office of the Registrar
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 TELEPHONE 416.977.6000 FAX 416.977.4201
 EMAIL: Regservices@ocadu.ca

Request for Confirmation of Graduation Letter

Student Information (Please Print)

NOTE: Official documents and records will not be released if you have any outstanding accounts at the university.

Last Name	First Name	OCAD U Student Number
Former Last Name (if applicable)		Birthdate (YYMMDD)

Current Mailing Address

Apt/ Unit#	Street #	Street Name	City
Province		Postal Code	Country
Home Phone Number		Alternate Phone Number	Personal Email Address

I declare that I am the individual named above and that this is my signature. I authorize OCAD University to release the information requested below.

Student Signature	Date
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Standard letters - \$12.00 (CAD) per copy:

- confirmation of diploma/degree awarded
- confirmation of eligibility to graduate
(you have completed all graduation requirements and have applied to graduate)

Customized letters - \$24.00 (CAD) per copy:

- courses completed outside of program requirements
- other (specify details of your request below):

Number of Copies Requested: ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ _____

I will pick up my letter(s) I authorize _____ to pick up my letter(s).

Mail to: **Regular Mail** (no additional charge) **Courier** (Canada \$35/ United States \$50/ International \$100)
Recipient phone number required:

Name		
Street #	Street Name	Apt/ Unit#
City		Province
Postal Code		Country

Fax (additional \$5.00 per fax)

Recipient Name: _____
Fax Number (including area code): _____

OFFICE USE ONLY

Received By	Date Received	Fees Owing/Library	Date Completed	Student Notified: Emailed/Phoned	Date Sent
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NOTES

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD University records. These records are only viewed by OCAD U administrative staff and not released to any other parties.

1. Allow 10 business days to process.
2. A letter will not be issued if you have outstanding accounts at the University.
3. Fees are non-refundable.
4. Student records are confidential and letters are issued only upon written request from the student.

All proof of graduation letters are prepared on OCAD University letterhead and include:

- Student name
- Program of Study
- Diploma/degree awarded (minors if applicable)
- Date graduated
- Official signature and seal

METHOD OF PAYMENT:

Cheque

Total Amount _____

American Express

Name on Credit Card _____

MasterCard

Visa

Credit Card Number

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Credit Card Expiry Date (MMYY)

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The information provided above is true and does not contain any false or misleading facts.

I authorize OCAD University to charge the above amount for the payment of letters to my credit card.

Cardholder Signature _____

OFFICE USE ONLY (LETTERS)

Date: _____ Student ID: _____ Student Name: _____

Number of standard letters (\$12 per letter) _____ Number of customized letters (\$24 per letter) _____

Fax (\$5)

Courier \$35 \$50 \$100

Total Amount _____