

Confirmation of Eligibility to Graduate Letter Request Form

CONTINUING STUDIES REGISTRATION OFFICE

This form is NOT used for Confirmation of Enrolment, Extension of Study Permit, or Student Loan purposes.

STUDENT INFORMATION

Last or family name: _____ First or given name(s): _____
Langara ID: _____ Program name: _____
Email: _____ Expected graduation date: _____

GRADUATION APPLICATION

- I have attached my graduation application.
 I have graduated, the graduation notation is indicated on my transcript (select 'Process Now' in processing options below).

PURPOSE OF LETTER - select only one (additional purposes require a separate form)

- Work Permit Application (select 'Hold for Graduation' in processing options below)
 Inviting international relatives or guests to the convocation ceremonies
 Applying to another post-secondary institution

PROCESSING OPTIONS

Select processing option:

- Process Now (For students who have already completed their program or are in their final semester and require a letter confirming their eligibility to graduate)
 Hold for graduation (For students currently in their final semester and require a letter confirmation at time of graduation)

PAYMENT OPTIONS

Select payment option:

- Rush \$30.00 per copy (Processing time 2 business days) *Available only in person.
 Regular \$15.00 per copy (Processing time 7 business days) (CSLE)

*NOTE: During peak periods processing times may be longer than stated above. Your request may be placed on hold if your graduation application is pending final grades.

DELIVERY OPTIONS

- Email PDF copy to address above; or Email PDF copy to: _____
 Pick up at the Continuing Studies Office. An email notification will be sent when your letter is ready for pickup.
 Mail to: _____

DECLARATION

- By submitting the information I have entered on this application, I certify that a) I am the person named in the "Student Information" section above, and b) the information I have submitted is true, correct and complete.

SUBMIT COMPLETED FORM WITH CORRECT FEE

- In person with cash, cheque, Visa or Mastercard: Continuing Studies Office (Building A);
- By mail with cheque: Continuing Studies, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6;
- Online here or go to feeportal.langara.ca and search for Eligibility to Graduate Letter - Continuing Studies.

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