

Pre-Order Form for a Confirmation of Eligibility to Graduate Letter

REGISTRAR AND ENROLMENT SERVICES

This pre-order form can be used if you are completing your final semester and require an expedited letter that confirms your eligibility to graduate. The letter will be issued after the current semester has officially ended, and the successful completion of graduation requirements has been confirmed with the final processing of your graduation application.

Note: Pre-ordering a Confirmation of Eligibility to Graduate Letter is not mandatory. Students may choose to wait for the complimentary Confirmation of Eligibility to Graduate Letter that is issued to all successful graduation applicants. Complimentary letters are mailed to the address on file within six to eight weeks after final grades are available.

STUDENT INFORMATION

Last Name: _____ First Name: _____

Langara ID: _____ Program Name: _____

Email: _____ Telephone: _____

Address: _____

GRADUATION APPLICATION

- I have attached my graduation application
- I have previously submitted my graduation application

OFFICE USE ONLY RECEIVED/PAID STAMP

PURPOSE OF LETTER - SELECT ONLY ONE

- Post-Graduation Work Permit (PGWP)
- Applying to a post-secondary institution
- Other (specify) _____

DEADLINES AND IMPORTANT DATES

Spring Semester 2020 Graduation Term

- Pre-order deadline is March 15
- Your letter will be emailed to you by May 15

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 FORM WITH \$30 PROCESSING FEE

- In person with cash, cheque, Visa, or Mastercard: Registrar & Enrolment Services Office (T Building)
- By mail with cheque: Registrar & Enrolment Services, Langara College, 100 West 49th Avenue, Vancouver, BC V5Y 2Z6
- Online at feeportal.langara.ca (search for Eligibility to Graduate Letter - Regular Studies)

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