

This form is **NOT** used for confirmation of enrolment, extension of Study Permit, or Student Loan purposes.

LETTER CONTENT

The letter will include your eligibility to graduate with a list of any pending course(s), program completion date, and the approximate date of when the credential parchment will be awarded.

COMPLIMENTARY LETTER

Once your graduation application is approved, a complimentary graduation confirmation letter will be issued automatically and a paper copy will be mailed to you. Please ensure your address is up to date by logging into myLangara.

Verification letters are also available free of charge via your student account. Log into myLangara (myLangara.ca) and select 'Registration' > 'Enrolment Verification Letter' to view or print your letter.

STUDENT INFORMATION

LANGARA ID: _____ DATE OF BIRTH (MM/DD/YYYY): _____

LEGAL SURNAME: _____ LEGAL FIRST NAME: _____

GRADUATION APPLICATION

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

PURPOSE OF LETTER

I am using my letter for:

- Work Permit Application (select 'Hold for graduation' in processing options below)
- Applying to another post-secondary institution
- Employment
- Inviting relatives or friends to the convocation ceremonies (you will still need to write your own formal invitation letter)
- Other (specify) _____

PROCESSING OPTIONS please select one of the following options. The process now option is available either for students who require a letter indicating they are pending graduation upon completion of currently registered courses, or for students who have completed their graduation requirements prior to Fall 2016.

<input type="checkbox"/> Process now	<input type="checkbox"/> Regular		\$15.00 per copy	(minimum processing time 7 business days)
	<input type="checkbox"/> Rush		\$30.00 per copy	(minimum processing time 2 business days)
<input type="checkbox"/> Hold for graduation	<input type="checkbox"/> Fall 2016	Regular	\$15.00 per copy	Order deadline: January 20, 2017 Letter will be available by February 10, 2017
	<input type="checkbox"/> Spring 2017	Rush	\$30.00 per copy	Order deadline: March 1, 2017 Letter will be available by May 12, 2017

* During peak periods, requests may be refused and processing times may be longer than stated above.

* Your request may be placed on hold if your graduation application is pending final grades, transfer credit or GAC approval.

DELIVERY OPTIONS

- Pick up at Registrar & Enrolment Services. An email notification will be sent when your letter is ready for pickup.
- Mail to: _____

STUDENT'S SIGNATURE: _____ **DATE:** _____

SUBMIT COMPLETED FORM WITH CORRECT FEE

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49th Ave., Vancouver, BC V5Y 2Z6

By Email: gradeval@langara.ca

By Fax: 604.323.5590

Payment Authorization: <input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard	PAID STAMP HERE
Card Number:	Expiry (MM/YY):	
Cardholder's Signature:		