

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

### PROCESSING OPTIONS AND LETTER CONTENT

#### Have you completed your program previous to this current semester?

- **Process Now:** the letter will include confirmation of graduation with the name of your program, length of the program, the month and year the program was completed, and the approximate date of when the parchment will be awarded.

#### Are you currently in your final semester?

- **Process Now:** this option is for students who require a letter confirming their eligibility to graduate, pending completion of their currently registered courses. The letter will include your eligibility to graduate with a list of pending course(s), program name, length of the program, program completion date, and the approximate date of when the parchment will be awarded.
- **Hold for Graduation:** this option is for students who are currently in their final semester, and require confirmation of graduation earlier than the date by which the complimentary letter is available. This letter will include the name of your program, length of the program, the month and year the program was completed, and the approximate date of when the credential parchment will be awarded.

### PURPOSE OF LETTER

Confirmation of Eligibility to Graduate Letters can be requested when students require official proof of:

- graduation, when graduation requirements have been met in a semester previous to the current semester; or
- pending graduation, while currently in their final semester.

### COMPLIMENTARY LETTER

Please note that Langara College will issue one complimentary Confirmation of Eligibility to Graduate Letter. Once your graduation application is approved, a complimentary letter will be issued automatically and mailed to the address on file in your mylangara account. Please ensure your address is up to date by logging into myLangara. The complimentary letter is typically mailed student within 5 – 10 business days after the graduation application has been processed and the graduation notation has been placed on the student record.

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

### 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.
- 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)

I am using my letter for:

- Post-Graduate Work Permit
  - email PDF copy to address above; or  email PDF copy to: \_\_\_\_\_
- Applying to another post-secondary institution, Employment, and/or other purpose (specify) \_\_\_\_\_
  - mail to: \_\_\_\_\_
  - email PDF copy to address above; or  email PDF copy to: \_\_\_\_\_
  - hold for pick up at the Registrar and Enrolment Services office. An email notification will be sent when your letter is ready for pickup

**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 the current term.

<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 <b>Order Deadline: November 16, 2018</b>			
Fall Semester 2018	<input type="checkbox"/> Rush	\$30.00 per copy	available by 4:00pm on January 7, 2019
<i>Note: Students who are applying for a post-graduation work permit, and do not require a letter on a rush basis, may choose to wait for the complimentary letter that will be mailed to the address on file within 6-8 weeks after final grades are available.</i>			

**NOTE: 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.**

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### SUBMIT COMPLETED FORM WITH CORRECT FEE

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49<sup>th</sup> Ave., Vancouver, BC V5Y 2Z6  
 By Email: [gradeval@langara.ca](mailto: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:		