

Step 1: Provide the student information.

Last Name:		First Name:	
Student ID:		Program:	
Email:		Phone:	
Address:			

Step 2: Choose the document to request and answer the applicable questions.

Immigration, Refugees and Citizenship Canada (IRCC) Letter

- 1) When does your current study permit expire? Year: _____ Month: _____ Day: _____
- 2) For what purpose do you require this letter?
 - Study Permit Application or Renewal Co-op Work Permit Post-Graduation Work Permit (PGWP)**
 - Other: _____

Graduation Status Letter

- 1) Have you submitted an Application for Graduation? Yes No
- 2) Which conferral date have you applied for? January May September Year: _____
- 3) Have you already completed all of your program requirements? Yes No
- 4) For what purpose do you require this letter?
 - Education [__ copies] Employment [__ copies]
 - Other: _____ [__ copies]

Other (please specify): _____ [__ copies]

Step 3: Choose the delivery method.

NOTE: Document requests normally take 2-5 business days to process. **PGWP letters may take up to 3 weeks.

- To be picked up (An email will be sent to your Concordia email address when the document is ready.)
- To be mailed to the address listed below:

Recipient:			
Street Address:			
City:		Province:	
Postal Code:		Country:	
Phone:		Email:	

Step 4: Read, Sign, and Date.

I authorize the Registrar's Office and Faculty of Graduate Studies of Concordia University of Edmonton to release all information from my student file that is pertinent to this request.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Received by/on:	Encumbrance:	Completed by/on:
<input type="checkbox"/> Left at Front Desk for pickup <input type="checkbox"/> Mailed	Mailed by/on:	Comment: