Confirmation of Eligibility to Graduate Letter Request Form

REGISTRAR & ENROLMENT SERVICES

This form is not used for Post-Graduation Work Permit (PGWP), Study Permit Extension, Student Loan, or Confirmation of Enrolment purposes.

PURPOSE OF LETTER

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

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

LETTER CONTENT OPTIONS

Are you currently in your final semester?

- The Graduation Pending 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.

Have you completed your program previous to this current semester?

- The Graduation Requirements Completed option 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. If your parchment has been previously awarded, the month and year it was awarded will be indicated.

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 **Student Information System**. Please ensure your address is up to date by logging into your Student Information System. The complimentary letter is typically mailed to students within 5 – 10 business days after the graduation application has been processed and the graduation notation has been placed on the student record. Please note that graduation applications can take 6 – 8 weeks to process after final grades.

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

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STUDENT INFORMATION

Last or family name: _____ First or given name(s): _____

Langara ID: _____ Program name: _____

Email: _____ Telephone: _____

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

OFFICE USE ONLY RECEIVED/PAID STAMP

PURPOSE OF LETTER - SELECT ONLY ONE (additional purposes require a separate form)

This form is not used for Post-Graduation Work Permit (PGWP), Study Permit Extension, Student Loan, or Confirmation of Enrolment purposes.

I am using my letter for:
☐ Applying to another post-secondary institution   ☐ Employment
☐ Other purpose (specify): _____

DELIVERY METHOD - SELECT ONLY ONE

My letter should be sent by;
☐ Mail to: _____ ; or
☐ Email PDF copy to address above; or   ☐ Email PDF copy to: _____ .

LETTER CONTENT OPTIONS - SELECT ONLY ONE

☐ Graduation Pending
I require a letter indicating I am pending graduation upon completion of my currently registered course(s). I am currently registered for the final course(s) required and intend to complete all graduation requirements at the end of the:
☐ Fall _____ (year)   ☐ Spring _____ (year)   ☐ Summer _____ (year)

☐ Graduation Requirements Completed
I have completed the graduation requirements at the end of the:
☐ Fall _____ (year)   ☐ Spring _____ (year)   ☐ Summer _____ (year)

PROCESSING TIMES AND FEES

☐ Regular $15.00 per copy   (minimum processing time 7 business days)

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 transfer credit, or Graduation Exemption approval.

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.

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