UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

Request for a Letter(s) Confirming Degree

Please allow five business days for letter(s) to be processed.

Section 1: Student Information (to be completed by the student).

Name:	Student Number:
Degree:	Graduate Unit:
Convocation Date:	
U of T Email:	Number of Copies Requested:
Pick Letter Up: ☐ Yes ☐ No*	Telephone:
*If no, student address letter is to be mailed (if applicable):	
I hereby authorize the University of Toronto to release my convocation date, graduate unit, and degree information.**	
Student's Signature**:	Date:
Payment, SGS accepts Master Card or Visa only (not American Express), indicate card type and number. Card Type: Card Number:	
Expiry Date:	Card Holder's Signature:

Section 2: School of Graduate Studies Information

☐ Program Checked ☐ Fees Checked	Payment Received: ☐ Yes ☐ No	
Date Processed:	Date Mailed:	Cashier's Initials:

Freedom of Information and Protection of Privacy Act: www.rosi.utoronto.ca/fippa.php

05/2013

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