

Please allow 5 business days for letter(s) to be processed.

SECTION 1: Student Information (To be completed by the student).

Name:	Student Number:
Graduate Unit:	Degree:
Convocation Date:	
U of T Email:	Number of Copies Requested:
Other Information to be included in the letter (please specify: e.g. length of program, fees paid, etc.):	
Pick Letter Up: Yes No*	Telephone:
*If no, address letter is to be mailed (if applicable):	
I hereby authorise the University of Toronto to release my convocation date, graduate unit and degree information**.	
Student's Signature**:	Date:

SECTION 2: School of Graduate Studies Information (to be completed by Administrator).

Program Checked:	Fees Checked:
Date Processed:	Date Mailed:

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