

Confirmation of Degree Requirements

To request a letter confirming completion of degree requirements, please fill out section 1 of this form.

Doctoral students: please submit the form to sgs.doctoral@utoronto.ca

Master's students: please submit the form to graduate.information@utoronto.ca

Processing times

Peak periods (September, October, April, and May): 15 to 20 days

Normal periods: at least 5 days

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.):	
How would you like to receive the letter?	
<input type="checkbox"/> Email <input type="checkbox"/> Mail* <input type="checkbox"/> Pick up	Telephone:
*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:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 104, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.

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