Confirmation of Degree Requirements

UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES

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? Email Mail* 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:

04/2023