

Confirmation of Degree Requirements

The Confirmation of Degree Requirements letter is for students who have completed their program requirements and are waiting for convocation. To request a letter confirming completion of degree requirements, please fill out 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, January, April, and May): 15 to 20 business days

Normal periods: at least 5 business days

Important Information

- [The Centre for International Experience \(CIE\)](#) has advised that the release of final grades or the issuance of a confirmation of degree completion letter ends a student's work eligibility (on or off campus). Consult with an International Student Immigration Advisor at the CIE before requesting this letter to fully understand the impact on your immigration and work status.
- Final grades for the current term will not be published on your transcript until the beginning of the next term. Consult the current [SGS Sessional Dates calendar](#) to find out when grades will be published.
- A notation that your degree has been conferred (awarded) will not appear on your transcript until after your convocation ceremony. Check your Academic History in ACORN for the degree conferral note before ordering a transcript.

Student Information (To be completed by the student).

Name:	Student Number:
Graduate Unit:	Degree:
Convocation Date:	UofT Email:
☐ Include completed Field, Concentration, Emphasis or Collaborative Specialization (if applicable)	
How would you like to receive the letter? ☐ Email ☐ Mail*	
Email to me:	*Address letter is to be mailed (if applicable):
Email to third party (if applicable):	*Third-party mailing address (if applicable):
I hereby authorize the University of Toronto to release my convocation date, graduate unit and degree information**.	
Student's Signature**:	Date:

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, McMurich Building, Room 104, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.