

LETTER REQUEST TO CONFIRM ELIGIBILITY TO GRADUATE

Students who have requested graduation on ACORN will automatically receive updates regarding their eligibility via their U of T email address, and can check their status on Degree Explorer. All eligible students will receive the Principal's Letter in the mail confirming their eligibility closer to their Convocation date. **If you have already graduated, you are not eligible to use this form.** Alumni can request a Certification of Degree letter through the Office of Convocation at: www.convocation.utoronto.ca under "Your Diploma".

I am an undergraduate student, and have requested Convocation on ACORN for the June 20___ OR November 20___ ceremony.

Last name: _____ First name: _____

Student number: _____ Email: _____

Signature: _____ Date Submitted: _____

1. Letter to Confirm I Have Requested Graduation on ACORN (Select One):

The following letters will only confirm that you have **requested** graduation on ACORN. It will **not** confirm your eligibility to graduate.

- For my parents so that they may secure travel documentation in order to attend my ceremony.
- To present at port of entry when returning to Canada for the ceremony (I am returning home after my final exams).

2. Letter to Confirm that I am Eligible to Graduate (Select One):

- Even though my courses are still in progress. (*Processing time: 1-2 weeks.*)
- I have completed all program and degree requirements in a previous session and am currently not registered. (*Processing time: 1-2 weeks.*)
- Process my letter once my final grades for my current courses are posted. (*Processing time: 1-2 weeks after exam period*)
- I need this letter to apply for a post-graduate work permit. (*Processing time: 1-2 weeks.*)

Method of Delivery

- Pick up at the UTSC Office of the Registrar (Inquire if your letter is ready. Letters held for more than 3 months will be destroyed with no refund).
- Email an electronic copy to my U of T email address as listed on ACORN.
- Send to my mailing address on ACORN (NOTE: it is your responsibility to update your mailing address online BEFORE you select this option. If the address is incorrect, a new letter will only be produced & mailed for an additional \$8 fee).
- I authorize to have my letter sent to the following third party: Student signature: _____
Name of contact person: _____
Email address to send to: _____
AND/OR Mailing address: _____

Payment: \$8 non-refundable fee, Cash, Interac, Visa, MasterCard, Discover and Amex accepted

If faxing, mailing, or emailing this form, you must include:

Cardholder Name: _____ Cardholder Signature: _____

Credit card number: _____ Expiry date: _____ CVC#: _____

FOR OFFICE USE ONLY

Grad. Requested: Yes No Holds: Yes No Paid: Yes No Academic Status: INC GWR

Processed By: _____ on ____/____/____ Emailed Student: Yes on ____/____/____ No