



## 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: <a href="https://www.convocation.utoronto.ca">www.convocation.utoronto.ca</a> under "Your Diploma".

Email:   Date Submitted:   D	Last name:	First name:
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).  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)  Ineed 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:  Cardholder Signature:  Cardholder Name:  Cardholder Name:  Expiry date:  CYC#:  CYC#:	Student number:	Email:
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FOR OFFICE USE ONLY		FOR OFFICE USE ONLY
	Processed Bv· on / /	Emailed Student · □ Yes on / / /

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 admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities and the Inversities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. 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 McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, MSS 1A8.