Office of the Registrar
Email: Registration.Inquiries@senecacollege.ca

Seneca
Graduation Letter Application

- Graduation letters will be processed if program requirements are met and when final grades are official and released.
- The fee for each Graduation Letter is $11.30 (HST included)

Number of graduation letters requested _____ (*Processing times may vary)*

Seneca ID: _____ – _____ – _____ Date of Birth: _____ _____ _____ (Year) (Month) (Day)

Last Name _____ First Name _____

Street Address _____ Apt./Unit No. _____

City / Town _____ Province _____ Postal Code _____

( ) Preferred Telephone _____ ( ) Alternate Telephone _____ Email Address _____

Is this letter for official immigration use? ❑ Yes ❑ No

Program Name _____

❑ Yes, I would like my Graduation Letter mailed to me.

❑ No, I will pick up in person at:
- ❑ Newnham Campus
- ❑ Markham Campus
- ❑ Seneca@York Campus
- ❑ King Campus
- ❑ Yorkgate Campus

Month & Year of Graduation:

❑ June → Year: _____

❑ October → Year: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the *Freedom of Information and Protection of Privacy Act* and under the legal authority of the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, and the *Ontario Colleges of Applied Arts and Technology Act*, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at (416) 491-5050 extension 77846 or email privacyoffice@senecacollege.ca.

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

GRADUATION LETTER FEE _____ INITIAL

Letter sent to Convocation on: _____ By: _____

Letter mailed to student on: _____ By: _____

Letter sent by interoffice on: _____ By: _____