

## Expedited Confirmation of Graduation Letter Policy

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Effective Date: February 6, 2019

The Office of the Registrar & Financial Aid Services at Lambton College is responsible for completing the official graduation process of all international students regardless of study location. In order for this process to take place, Lambton College needs time to receive all grades from professors and the co-op department in order to determine graduation eligibility.

The processing time for the completion of this graduation audit and the printing of graduation certificates and diplomas can take between 3 to 4 weeks. This is comparable to most other public colleges in the province of Ontario based on research conducted in 2017.

In limited cases, for international students who have received a full-time post-graduate employment offer or whose study permit is expiring within 30 days of completing their program, there may be a need for expedited service to obtain a Confirmation of Graduation Letter from the International Education Department in Sarnia.

To support these limited cases, the International Education Department of Lambton College will provide an Expedited Confirmation of Graduation Letter provided the following conditions are met by the respective student:

- Complete and submit a Expedited Confirmation of Graduation Letter Request form to the Student Services Department of their respective campuses (Cestar College or Queen's College) no later than the start of the last week of their final term;
- **Please Note:** Expedited Confirmation of Graduation Letters can be issued no sooner than the posted last official day of the term, as posted on the [Important Academic Dates](#) of the international web section.
- Meet all program requirements (GPA of 2.0 or greater and passed all courses);
- Have no outstanding fees;
- Pass co-op in the last term of study;
- Have an offer of full-time employment or study permit that is expiring within 30 days;
- Pay the expedited processing fee of \$40 myLambton under Office of the Registrar > Making a Payment.

The International Education department will strive to supply an Expedited Confirmation of Graduation Letter within five business days from the date that all of the above conditions are determined to have been met. Please note that this processing time does not start from the submission of the request by the student but rather from the date in which the International Education Department can determine if all conditions have been met.

For students who do not require expedited service, Confirmation of Graduation Letters can be requested for free (at no charge) provided that the request is not received within the first three weeks after the completion of the student's final term and processing times should take another 2 to 3 weeks.

**Please Note:** Where the final term of a program is NOT a co-op term, the expedited service is not available.