

Office of the Registrar

Telephone: (416) 491-5050 Ext. 77461 or 77462
Fax: Markham: (905) 940-4090

Seneca

Invitation Letter Request - Convocation
(Canadian Visitor Visa)

The fee for each Invitation Letter is \$11.30 (including H.S.T.)

Number of invitation letters requested _____

[NOTE: Invitation letter can only be processed after the issuance of final grades required for graduation.]

Allow at least 2 weeks for processing.

_____|_____|_____|_____|_____|

_____|_____|_____|_____|

Student Number

Birthday (YYMMDD)

E-Mail _____

Last Name

First Name

Street Address

Apt./Unit No.

City / Town

Province

_____|_____|_____|_____|_____|
Postal Code

(_____)_____
Home Telephone

(_____)_____
Business Telephone

Extension

Program Name

Campus

Month & Year of Graduation

PLEASE PRINT CLEARLY

Note: A separate invitation letter request is required if guests are residing at separate addresses.

Name of guest(s)

Relationship To You (Example: Mother)

Home Address of Guest(s)

CHOOSE ONE OF THE PAYMENT METHOD OPTIONS:

Cash

Interac

Credit Card
Visa, MasterCard, Amex

Cheque
payable to Seneca College

Cash/Interac Payment Option: Can be made in person at any Registration Office at Seneca College.

Credit Card Payment Option: _____ - _____ - _____ - _____
Credit Card Number

_____/_____
Expiry Date

Yes, I would like my Invitation Letter mailed to me.

No, I will pick up in person at:

Newnham Campus

King Campus

Seneca@York Campus

Markham Campus

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.

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

GRADUATION LETTER FEE _____
INITIAL

LETTER MAILED ON _____ BY _____

LETTER SENT BY INTEROFFICE ON _____ BY _____

Item Type 0652

Copy: Convocation Coordinator Original: Student

Last Revised: May 15/14

FEES SUBJECT TO CHANGE.

TO BE DUPLICATED ONLY BY REGISTRATION & RECORDS.