# Langara.
## THE COLLEGE OF HIGHER LEARNING.

# Confirmation of Eligibility to Graduate
# Letter Request Form
## Registrar & Enrolment Services

This form is NOT to be used for **confirmation of enrolment, extension of Study Permits** or for **Student Loan purposes** (see Financial Aid).

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**LETTER DETAILS:**

**Confirmation of Eligibility to Graduate** (*Completed* Application for Graduation *must be attached or previously submitted*)

- Includes:
  - your eligibility to graduate with a listing of any pending courses, program completion date, and the approximate date of when the credential parchment will be awarded.

(If you require a listing of courses, semesters or intent to enrol in future semesters, please use the **Confirmation of Enrolment Letter Request Form**)

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**STUDENT INFORMATION:**

LEGAL NAME: _____    BIRTHDATE (MM/DD/YYYY): _____

LANGARA ID: _____    PROGRAM: _____

PHONE NO.: _____    EMAIL: _____

☐ I will **Pick letter up** from Registrar and Enrolment Services

☐ **FAX** to:    Name: _____    Fax #: _____

☐ **MAIL** to the following:

Name: _____

Address: _____

**PROCESSING & PAYMENT INFORMATION:**
(Processing times may be longer than stated below if awaiting Graduation Adjudication, Transfer Credit Approval, or holding for final grades)

Please select <u>one</u> processing option:

☐ Process now
☐ Hold for Final Grades*
☐ Hold for Graduation

Please select payment options:

☐ $27.00 (1 Business Day Processing – in person delivery only)**
☐ $7.00  (5 Business Days Processing) **
☐ $2.00 (Faxing- Local)
☐ $4.00 (Faxing- Long Distance)

**\*Requests will be processed in the week following the published final grades date listed in Important Dates: http://www.langara.bc.ca/registration-and-records/important-dates/index.html**

**\*\*Processing times available May 15th to January 15th <u>only</u>. Due to the high volume of graduation applications, requests submitted between January 16th and May 14th will be processed at the same time as the graduation application. See Graduation in the College calendar for application processing details.**

SIGNATURE: _____    DATE: _____

| | PAID STAMP HERE |
|---|---|
| Payment authorization:    VISA ☐    Mastercard ☐ | |
| Card No.: | |
| Expiry Date: | |
| Amount: | |
| Card holder signature: | |

**Email, fax, or deliver this request in person to the Registrar and Enrolment Services office.**
**Email: graduationeval@langara.bc.ca    Fax: 604.323.5590**