UNIVERSITÉ Concordia UNIVERSITY

DIPLOMA MAIL-IN FORM
Enrolment Services ■ 56

Student Information

PLEASE PRINT CLEARLY

Family Name _____

First Name _____

Address _____
STREET ADDRESS APT.

_____
CITY PROVINCE

_____
COUNTRY ZIP / POSTAL CODE

Concordia ID Number _____

Date of Birth _____
DAY MONTH YEAR

Telephone (Day) _____
AREA CODE/COUNTRY CODE

Telephone (Evening) _____
AREA CODE/COUNTRY CODE

E-mail _____

Degree Earned _____

Year _____ ○ **Winter** ○ **Spring** ○ **Fall**

Request Information

Please select one:

☐ **$42 CDN** **Express Post to Canada and US addresses (typically 3-5 business days) / Registered mail to international addresses (typically 3 to 12 weeks).**

☐ **$65 CDN** **Courier to North America / Europe (typically 4-7 business days). This option is not available within Canada.**

☐ **$85 CDN** **Courier to South America / Caribbean / China / South Korea / Japan (typically 4-7 business days).**

☐ **$95 CDN** **Courier to all other counters / regions (typically 4-7 business day).**

Note: Courier rates may be higher or unavailable for certain destinations. If applicable, we will contact you with the rate prior to processing your request.

☐ **I would like _____ certified copies of my diploma. The fee is $16 CDN per copy.**

Student's Signature _____ **Date** _____

OFFICE USE ONLY	☐ Mailed Name:	Signature:	Date:
	☐ Payment Processed		

SEE NEXT PAGE FOR PAYMENT INFORMATION

Payment Information

The total amount can be paid by credit card (VISA or MasterCard), provide the information below.

PLEASE PRINT CLEARLY

STUDENT ID # _____ STUDENT FAMILY NAME _____ STUDENT FIRST NAME _____

Credit Card: ○ **Visa** ○ **Mastercard**

PLEASE NOTE:
We do not accept
Visa or Mastercard Debit.

$42 — Express Post to Canada and US addresses (typically 3-5 business days) $ _____

Registered mail to international addresses (typically 3 to 12 weeks)

North America, Europe. / Registered (Int'l) $65 $ _____

OR South America, Caribbean, China, South Korea, Japan. (not available for CAN) $85) $ _____

OR All other countries/regions. $95 $ _____

Certified Copies ($16 each) $ _____

Credit Card Number: _____ - _____ - _____ - _____

Total Amount: $ 0

Expiry Date: _____ - _____
MONTH YEAR

Phone: (_____) _____

PLEASE SIGN

Cardholder's Signature:

Notes:

- ***Payment will not be processed without a signature and total amount indicated.***
- ***We do not accept cheques, money orders or bank drafts.***
- ***Concordia University will not be responsible for additional costs associated with diplomas returned as unclaimed or with incomplete/incorrect mailing addresses.***

To send the completed form via e-mail (with credit card payment):
convocation@concordia.ca

To send the completed form via fax (with credit card payment):
514-848-2837 Attention – Events Office

To send the completed form via mail (with credit card payment):
Concordia University Enrolment Services: Attention – Events Office
1455 De Maisonneuve Blvd. West, FB-900
Montreal, Quebec H3G 1M8