CONFIRMATION OF GRADUATION LETTER REQUEST FORM

REGULATIONS

1. A student, who has met all requirements to graduate or has graduated, may request from the Registrar's Office an official letter confirming they will be graduating or have graduated from Brandon University. This letter will include the student's full name, degree program (including major/minor information) and pending/official date of Convocation.
2. All financial holds on the student's account must be cleared before the request will be processed.
3. Please allow up to three business days for processing. Requests submitted during the months of April and May may be delayed due to preparations for Convocation.

PROCEDURE

1. Complete, sign, and date the attached form.
2. Submit the form, along with payment, to the following office:
   Registrar's Office - Brandon University
   Room 119 or 117, A.E. McKenzie Building
   270 18th Street
   Brandon, MB R7A 6A9
   Email: registrar@brandonu.ca
   NOTE: For your security, do not send credit card payment information by e-mail. Credit card payments for e-mail requests may be provided by phone at 204-727-9735 or 204-727-9738.
3. You will be required to show government-issued photo identification if picking up your letter. If you have authorized a third-party to pick up your letter, that person will be required to show government-issued photo identification.
4. You will be contacted via email once your letter is available for pick-up or has been mailed.
5. Letters not picked up within three months from the date of request will be destroyed.

CONFIRMATION OF GRADUATION LETTER REQUEST FORM

PERSONAL INFORMATION

Student #:	Degree:		
Last Name:			
First Name:			
Street Address:			Apartment:
City:	Prov./State:	Country:	Postal/Zip Code:
BU E-mail:			

REQUEST DETAILS

I will be applying to graduate in: October February May/June
I have applied to graduate in: October February May/June
I graduated in (year):

DELIVERY INFORMATION ($15 fee is per option, per copy)

Pick-up myself

Pick-up by person authorized by me:

(First & last name of person authorized for pick-up)

Email to BU Email Address below:

Mail to above address

Mail to address below:

Attention:

Street Address:

City: Prov./State:

Country: Postal/Zip Code:

STUDENT SIGNATURE

By signing below, I authorize release of documents as indicated above. I understand that misrepresentation or attempts to obtain official documentation under false pretenses are serious offences that may result in prosecution under the Criminal Code of Canada.

Student Signature: Date (mm/dd/yyyy):

FOR OFFICE USE
Request Received:
Request Processed:
Initials:

In signing above, the student acknowledges having read and understood the ways in which personal information is collected and used at Brandon University, as described at Personal Information Collection/Disclosures.

PAYMENT INFORMATION

☐ Confirmation of Graduation Letter ($15 CDN/copy) Number of copies: _____

G/L Code: 5501-510

TOTAL:

Select Payment Method

Brandon University supports and promotes accessibility. This form is available in alternative format upon request to the Registrar's Office.