grades are official

Ĭ Hold until official graduation at convocation

Letter Format:

Ĭ PDF (digital letterhead and signature) uploaded to **MyCreds** (CC payment on MyCreds.ca to share letter with third party)

Ĭ Printed on letterhead for pick up

Ĭ Printed on letterhead and mailed to

Ĭ address above

Ĭ _____

_____

_____

Ĭ Printed on letterhead and faxed (+$5.00) to:

Fax #:

Attn:

Special Instructions:

Method of Payment for Printed Letters: Ĭ Cash Ĭ Cheque Ĭ Interac Ĭ VISA/MasterCard credit card (no Visa/ MC debit)

VISA / MC # _____ Expiry Date: _____

Cardholderôs Name: _____ Cardholderôs Signature: _____

PLEASE NOTE

- All HOLDS before an order will be processed. _a r

p of all documents.

released to a third party without written authorization.

Student's Signature (in ink):

Office use only. Do not write below this line. (Revised Sept 2024)

Fee Paid: N/A or

Grad date:

Degree/major:

Holds:

ADSU: Ĭ

PU / FAX / MAIL/ SCAN/ MYCREDS

Date Completed:

Initials: