

**Office of the Registrar**Email: [theservicehub@senecapolytechnic.ca](mailto:theservicehub@senecapolytechnic.ca)Important Academic Dates: [senecapolytechnic.ca/registrar/dates](https://senecapolytechnic.ca/registrar/dates)

# Seneca

## Graduation Letter Application



Graduation letters will be processed if program requirements are met and when final grades are official and released.

Number of graduation letters requested \_\_\_\_\_ (Processing times may vary)

Student ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(Year) (Month) (Day)

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Street Address \_\_\_\_\_

Apt./Unit No. \_\_\_\_\_

City / Town \_\_\_\_\_

Province \_\_\_\_\_

Postal Code \_\_\_\_\_

( ) \_\_\_\_\_

Preferred Telephone \_\_\_\_\_

Seneca Email Address \_\_\_\_\_

Alternate Email Address \_\_\_\_\_

**Is this letter for official immigration use?**

Yes

No

Program Name \_\_\_\_\_

Month &amp; Year of Graduation: April → Year: \_\_\_\_\_

August → Year: \_\_\_\_\_

December → Year: \_\_\_\_\_

**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 416.764.0400 or email [privacyoffice@senecapolytechnic.ca](mailto:privacyoffice@senecapolytechnic.ca).

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

Date: \_\_\_\_\_

**FOR OFFICE USE**GRADUATION LETTER FEE \_\_\_\_\_ Letter emailed to student on: \_\_\_\_\_ Emailed By: \_\_\_\_\_  
INITIAL Date Name