

Office of the Registrar

[The Service Hub - Seneca Customer Support Options](#)

Email: theservicehub@senecapolytechnic.ca

Important Academic Dates: senecapolytechnic.ca/registrar/dates



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 & 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.

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