Graduation Letter

Version 9

About Graduation Letters

A graduation letter verifies that you have graduated from Seneca.

A graduation letter will include the following information:

- name of the program

- year of graduation (completion term and conferral date)

- duration of the program

- credential completed (diploma, advanced diploma, certificate, graduate certificate, degree)

- name, student ID, date of birth

A graduation letter can be used for the following purposes:

- post-graduation work permit (PGWP) application

- job application

- application to another postsecondary institution

Requirements for a Graduation Letter to Be Processed

- your graduation status must reflect Program Completed in Student Home

- your student account must be in good standing (no fees owing)

### Timing Considerations for Graduation Letters

If you are eligible to graduate at the end of the term your graduation letter will be available by noon on the day final grades are available.

If your graduation status is not yet updated, please allow at least three business days for processing from the time your record is updated.

How to Access Your Graduation Letter

Once your graduation letter has been processed, it will be available on Student Home:

1. Select the "Communication Center" tile
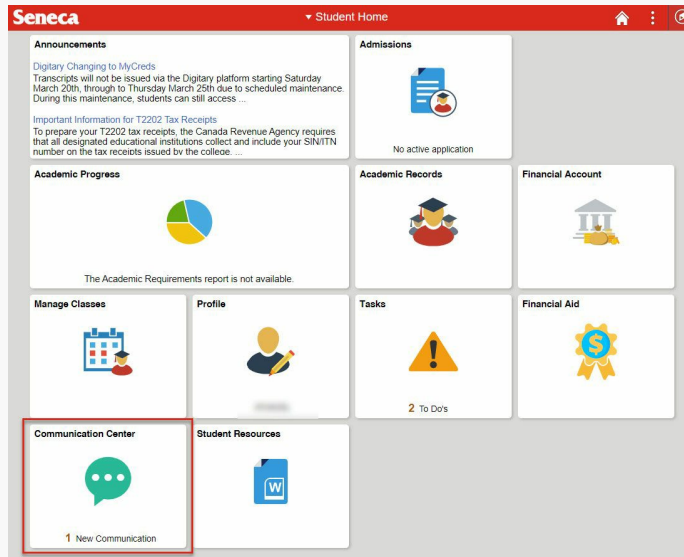
2. Select "Registration" from the menu

3. Select the Graduation Letter from the list

4. The letter will open up in a new tab/window as a PDF file. If you have pop-ups disabled, please ensure you enable pop-ups temporarily or allow pop-ups for Student Home.

International Students

If you are eligible to graduate and are in the process of applying for your post-graduation work permit (PGWP), please visit the federal government's Work in Canada After You

Graduate web page for more information.

Before you can apply for a PGWP, you will need:

- an official graduation letter that confirms you've completed your program of study
- an official transcript or a copy of your transcript

tags : convocation