



REQUEST FOR CONFIRMATION OF GRADUATION LETTER

Only those students who are currently enrolled in their final semester and have applied to graduate may additionally request a Confirmation of Graduation Letter. These letters are issued only for one of the following purposes:

- Verification of graduation from an **Associate Degree** program in support of an application for admission to another post-secondary institution
- Verification of graduation from a **Bachelor's degree** program in support of an application for admission to graduate school.

For all other purposes, confirmation of grades and attendance dates may be obtained by ordering an official transcript.

Refer to <http://www.kpu.ca/ses/forms> for an Official Transcript Request form.

Student Information		
Last Name	First Name	Student Number

Graduation Information	
I am applying to graduate with the following credential:	
Bachelor's Degree	Associate Degree
Program title: (e.g. Bachelor of Arts or BBA)	Option: (e.g. Major in History, Double Minor in Hist/Engl etc.)

Receiving Institution	
Institution Name	Contact Person (if applicable)
Address	City
Postal Code	Student No. and/or Reference No.

Delivery Method				
Mail to the receiving institution listed above	Pick up (photo ID required) at:	Langley	Richmond	Surrey

This letter is written on the understanding that:

- this letter does not guarantee graduation from the student's program of study
- this letter is for transfer/graduate school application purposes **ONLY**

Student signature: _____ Date: _____

Email, fax, or deliver this form in person to [Student Enrolment Services](#).

Email: graduation@kpu.ca

Fax: 604-599-2086

Office use only	
Received date:	Initials: