

Please allow five business days for letter(s) to be processed.

**Section 1: Student Information (to be completed by the student).**

Name:	Student Number:		
Degree:	Graduate Unit:		
Convocation Date:			
U of T Email:	Number of Copies Requested:		
Pick Letter Up:	Yes	No*	Telephone:
*If no, student address letter is to be mailed (if applicable):			
<b>I hereby authorize the University of Toronto to release my convocation date, graduate unit, and degree information**.</b>			
Student's Signature**:			Date:
Payment, SGS accepts Master Card or Visa only (not American Express), indicate card type and number. Card Type: _____ Card Number: _____			
Expiry Date:	Card Holder's Signature:		

**Section 2: School of Graduate Studies Information**

Program Checked	Fees Checked	Payment Received:	Yes	No
Date Processed:	Date Mailed:	Cashier's Initials:		

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)

05/2013