

## Expedited Graduation Letter Request Form

Delivery Speed	Student Request Deadline	Fee	Where to Make a Payment	PAID
Expedited Service	No later than last week of final term	\$40	myLambton > Office of the Registrar > Making a Payment	<input type="checkbox"/>

### Please Note:

- Visit Student Services in person to confirm your eligibility before you make a payment. Student Services **must** sign this form in order to process this request.
- Students in WIL Project **are not** eligible for this service.
- See the [Important Academic Dates](#) page for the official dates for the last day of the term.

I wish my name to appear on my diploma/certificate as shown below:

First Name:	Middle Name:
Last Name:	Student ID Number:
Program:	Program Completion Date:
Phone Number:	Student Signature:

### To be completed and confirmed by a Student Services staff member:

#### Eligibility:

Student is in co-op with no additional courses.

#### Verification:

Student has met all program requirements (GPA of 2.0 or greater and passed all courses).

Student provides legitimate proof of full time job offer **and/or** student's study permit is expiring within 30 days of completing their program.

Student has no outstanding fees.

Student has passed co-op in the last term of study.

#### Request:

Approved

Rejected

Date submitted	Expected Completion Date: (5 Business Days for Expedited)
Staff Member:	

A copy of this completed form shall be provided to the student on the date in which it is submitted to Student Services.