

QECO Letter Request Form

Student Information

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|------------|-------------------------------------|
| Surname | Given Name(s) |
| Student ID | Date of Graduation (Month and Year) |
| Email | |

Course Information

Indicate below the course(s) that you believe were taken in addition to the minimum number of course(s) required to fulfill the requirements for your initial degree. For example, courses listed below would not be required to fulfill program requirements or degree requirements. Courses will be assessed based on the chronological order in which courses were completed. If you are listing courses taken after your degree was conferred, you may order a transcript and have the transcript sent directly to QECO instead.

| Course Code | Course Title | Grade (%) | Year/Session |
|-------------|--------------|-----------|--------------|
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Payment Information

There is a non-refundable \$11.25 letter processing fee. Please submit your request through [AskRegistrar](#) and attached this completed letter request form to the ticket. A payment link will then be emailed to you. Payment can be made online by credit card.

Sign and Date

Yes, I have read and understand the information provided on this form.

Student Signature

Date (YYYY/MM/DD)

The University of Toronto respects your privacy

Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.