

LETTER TO CONFIRM DEGREE REQUIREMENTS HAVE BEEN MET REQUEST FORM

- THERE ARE FIVE STEPS THAT MUST BE FULFILLED BEFORE FGS WILL PREPARE A LETTER CONFIRMING DEGREE REQUIREMENTS HAVE BEEN MET.
- INITIAL BESIDE EACH STEP, AS YOU COMPLETE IT:

<input type="checkbox"/> I HAVE APPLIED TO GRADUATE AT HTTP://DALONLINE.DAL.CA	THIS LETTER IS FOR:
<input type="checkbox"/> THE FOLLOWING PROGRAM APPROVALS ARE COMPLETE IN GSIS/ DALONLINE/ PROGRAM PAGE: SUBMITTER, STUDENT, GRADUATE SUPERVISOR, AND GRADUATE COORDINATOR	<input type="checkbox"/> WORK PERMIT
<input type="checkbox"/> I DO NOT HAVE ANY FINANCIAL OR REGISTRATION HOLDS ON MY STUDENT RECORD	<input type="checkbox"/> EMPLOYMENT
<input type="checkbox"/> ALL OF MY COURSE WORK GRADES HAVE BEEN SUBMITTED	<input type="checkbox"/> SCHOLARSHIP REQUIREMENTS
<input type="checkbox"/> MY THESIS HAS BEEN SUBMITTED AND APPROVED ON DALSPACE AND I HAVE RECEIVED AN EMAIL FROM DALSPACE STATING THIS FACT <u>OR</u> MY PROGRAM DOES NOT HAVE A THESIS	<input type="checkbox"/> ACADEMIC REASON

PLEASE TYPE OR PRINT CLEARLY.

LETTER TO CONFIRM DEGREE REQUIREMENTS HAVE BEEN MET (WITH DATE OF BIRTH AND DLI #)

DATE:

STUDENT NAME:	B00:
STUDENT TELEPHONE:	DAL E-MAIL:
DEPARTMENT:	DEGREE:

DO YOU NEED YOUR DALHOUSIE SCHOLARSHIP ON THE LETTER? Yes No

ONE COPY WILL BE SCANNED AND SENT TO YOUR DALHOUSIE EMAIL. THE ORIGINAL WILL BE AVAILABLE FOR PICKUP OR MAILING.

CHECK ONE: LETTER TO BE PICKED UP AT FGS OFFICE LETTER TO BE MAILED, FAXED OR EMAILED
 LETTER TO BE PICKED UP AT SEXTON ENROLMENT SERVICES CENTRE LETTER TO BE PICKED UP AT DEPARTMENT OF AGRICULTURE

IF LETTER TO BE MAILED OR FAXED, PLEASE INDICATE THE ADDRESS OR FAX NUMBER
(PLEASE NOTE: FGS DOES NOT SEND LONG-DISTANCE FAXES)

SUBMIT THIS FORM TO THE FACULTY OF GRADUATE STUDIES OFFICE

MAIL OR IN PERSON: Room 314, Henry Hicks Academic Administration Building
P.O. Box 15000
6299 South Street, Halifax, NS, B3H 4R2
Faculty of Graduate Studies, Dalhousie University
FAX: 902.494.8797
E-MAIL: graduate.studies@dal.ca

FOR FGS USE ONLY:

IT TAKES FIVE (5) BUSINESS DAYS TO PRODUCE A CONFIRMATION LETTER

Letters not collected after four (4) weeks will be shredded