

In accordance with the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information, Concordia University is required to obtain consent from current and former students in respect of requests for the release of personal information, including diplomas.

- To designate a proxy to collect on your behalf:
1. Complete and sign the form.
  2. Upload the completed form to your Student Centre, using the [Upload Document feature](#) and select Document Type: *Diploma Pick Up Authorization*.
  3. Verify that the document is available in your Student Centre. It could take up to 24 hours to appear.

4. Once the document appears in your Student Centre, inform the third party who is picking up your diploma of their obligations, including:
  - a. Presenting a valid photo identification. Digital versions of identifications are not accepted.
  - b. Present a printed copy of this completed and signed form.

**THE PRINTED AND SIGNED COPY OF THIS FORM IS REQUIRED TO OBTAIN THE DIPLOMA**

**Student's Information** (please print)

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Last Name\*: \_\_\_\_\_

First Name\*: \_\_\_\_\_

Maiden name (if applicable): \_\_\_\_\_

Concordia Student ID Number: \_\_\_\_\_

Date of Birth\* DD / MM / YY: \_\_\_\_\_

Email Address and Telephone Number\*: \_\_\_\_\_

Program of study and year of graduation (if applicable)\*: \_\_\_\_\_

\*Required fields

**Third Party Information** (please print)

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Last Name\*: \_\_\_\_\_

First Name\*: \_\_\_\_\_

Company/ Institution (if applicable): \_\_\_\_\_

Telephone Number\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

\*Required fields

To be completed by the student / former student:

**AUTHORIZATION TO PICK-UP A DIPLOMA:**

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I (please print) \_\_\_\_\_, hereby authorize the above named person to pick-up my official Concordia University diploma on my behalf. This authorization is only valid for the request made on \_\_\_\_\_  
DD / MM / YY

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
DD / MM / YY

**NOTE:**

- The University reserves its right to verify the information provided herein and may, in cases that could not be satisfactorily authenticated, decline to allow a third party to pick a diploma on someone's behalf.
- The authorized third party must present valid photo I.D. when collecting the diploma.