



Guidelines for Document Requests from Graduates

Documents for Canadian Licensing Bodies or Associations

Will be provided free of charge for one year following completion of studies.

A \$50 fee will be charged for each request made more than 1 year after completion of studies. A cheque for this amount, payable to McGill University, must be received at the School before documents can be sent.

For graduates of the Professional Master's program, please email request to profmasters.spot@mcgill.ca.
For graduates of the former BSc (OT or PT) program up to and including 2009, please send request to undergrad.spot@mcgill.ca.

All requests should include:

- specific information required
- name, full mailing address and email of the licensing body or association
- contact person to whom documents should be addressed

Please allow up to 3 weeks for requests to be processed.

Documents for International Licensing Bodies or Associations

A \$50 fee will be charged for each request. A cheque for this amount, payable to McGill University, must be received at the School before documents can be sent.

For graduates of the Professional Master's program, please email request to profmasters.spot@mcgill.ca.
For graduates of the former BSc (OT or PT) program up to and including 2009, please send request to undergrad.spot@mcgill.ca.

All requests should include:

- specific information and forms required
- name, full mailing address and email of the licensing body or association
- contact person to whom the letter should be addressed

Please note that straightforward letters and course information can be provided by the School of Physical and Occupational Therapy. Forms or letters requiring detailed course and curriculum information must be completed by the graduate, using the information provided by the School.

Please allow up to 4 weeks for requests to be processed.