

Withdrawal/mailing of your diploma(s) form

only for the Vieux-Lille Campus

Last Name : _____ First Name : _____
 Date of Birth : _____ Student number (optional) : _____
 INE Number (Present on your certificates, student ID, or transcripts) : _____
 Address : _____
 Phone number : _____ E-mail adress : _____

The diploma(s) you want to withdraw :

<i>UFR/Faculté/Institut</i>	<i>Name of diploma, domain, speciality</i>	<i>Year the diploma was awarded</i>
IAE LILLE		
IAE LILLE		
IAE LILLE		

Withdrawal in the IAE Lille – Vieux Lille Campus only by appointment by completing this form and sending it back to retrait-diplome@iaelille.fr

- The date and time of the appointment will be communicated to you by the Diploma department. The appointment can only occur during the times the department is open.
- You can also send someone else to withdraw your diploma.** In order to do so, you will need to send us this form by e-mail, make a request for an appointment by e-mail. The person will then have to have in her/his possession the following elements at the time of the withdrawal :
 - A mandate handwritten with the date and an original signature, with the exact name of the diploma-s you wanted to withdraw and the year-s the diploma-s/were awarded , your name and date of birth, your address, the name, date of birth and adress of the mandated person.
 - A copy of your valid ID card ;
 - His/her valid ID card.

Elements to provide to request the mailing of your diploma :

> You live in France

- This duly completed form and a copy of your valid ID card ;
- An A4-size card back envelope with your name and adress on it and stamped in « recommandé avec accusé de réception » (Don't forget to join the « liasse recommandé avec avis de réception » duly completed to obtain proof of receipt in person).

> You live abroad

- This duly completed form and a copy of your valid ID card ;
- She shipment must be secure. You can purchase shipment by DHL. Send us an email to be informed of the process.

Date :

Signature :

Where do you send the request ?

Université de Lille
IAE LILLE – Service Diplômés

104 Avenue du Peuple Belge
59043 Lille cedex

contact : retrait-diplome@iaelille.fr