



September 28, 2022  
Student ID: 40259085

Kwaku Sarfo Akyena  
1801-H/NO. 50  
Old Ashongman St I  
Kwabenya 00233  
GHANA

Dear Kwaku Sarfo Akyena:

Congratulations! I am pleased to inform you that, after careful assessment of your application, you have been granted admission to the following program:

**Master of Engineering  
Quality Systems Engineering**

This is your official letter of acceptance. As an international student, you are required to obtain a Study Permit and a Quebec Certificate of Acceptance (CAQ). Please read carefully the enclosed "International Students Pre-Departure Guide" to determine the procedures.

The attached Offer of Admission gives information about the program to which you have been admitted, any conditions that apply to your admission, and further details regarding financial support. If you have any questions regarding your Offer of Admission, please feel free to contact us via email at [graduate-admission@encs.concordia.ca](mailto:graduate-admission@encs.concordia.ca). Please confirm your acceptance of this Offer of Admission in your Student Centre via [My CU Account](#) by November 28, 2022.

To learn more about your program, please refer to the Gina Cody School of Engineering & Computer Science website at <http://www.concordia.ca/ginacody/programs>. Please contact the program assistant for course registration procedures. Contact information can be found in the following pages. You should arrive in Montreal and register for your courses by January 9, 2023.

Given your achievements, potential and academic intent, I believe that your academic interests will be well served by this program. I take this opportunity to welcome you to Concordia University and wish you every success in your studies.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Amir G. Aghdam".

Amir G. Aghdam, Ph.D., P.Eng.  
Associate Dean of Graduate Studies  
Gina Cody School of Engineering and Computer Science  
Concordia University

September 28, 2022

## Offer of Admission

### **Student Information**

**Name:** Kwaku Sarfo Akyena

**Student ID:** 40259085

**Date of Birth:** September 1, 1999

### **Program Information**

**Academic Program/Plan:** Master of Engineering  
Quality Systems Engineering

**Minimum Program Length:** 45 credits

**Time Limit:** January 8, 2026

**Academic Load:** Full-Time

**Session:** Winter 2023 commencing January 9, 2023

**Expected Graduation Term:** Fall 2024

**Confirmation Date:** November 28, 2022 - You must accept this offer and pay the confirmation deposit by this date. To accept your offer: Log into the Student Hub, go to [My CU Account](#) and click on your Student Centre. Under Admissions, select Accept Offer and follow the prompts, making sure to select Admissions Confirmation Deposit as the payment type. This amount will be applied later to your tuition fees.

**Admission Status:** Conditional

**Conditions:****Official Transcript and Proof of Bachelor Diploma:**

Your acceptance is contingent upon the receipt of a final, complete official/sealed and verified attested transcript containing all university/college stamps and/or seals and official signatures, along with official proof of Bachelor Degree conferred/awarded by the University of Ghana, sent directly from that institution to Concordia University's Graduate Admissions Application Centre as shown below, and under normal circumstances, received by the commencement of your studies at Concordia. Transcripts issued to the Student are not considered official. Original documents are not accepted. All documents must be sent in the original language if other than English, with official certified translations in English or French.

Official documents must be sent by one or more of the following methods:

**1) Mailed Documents:**

Mailed documents must be sent directly from the institution/organization to Concordia University's Graduate Admissions Application Centre as shown below, and must be received prior to the commencement of your studies at Concordia.

**For Mailed Documents:**

Concordia Graduate Admission Application Centre  
P.O. Box 2002, Station H  
Montreal, Quebec, Canada  
H3G 2V4

**2) Sealed Documents and By Courier:**

If your institution does not mail documents internationally, the above documents may be submitted in a sealed school envelope that has not been opened since it left the institution. This may be submitted directly to Birks Student Service Centre as shown below, when you arrive in Montreal. Original documents are not accepted. Notarized documents are not accepted.

**For Sealed Documents and By Courier:**

Birks Student Service Centre-Concordia University, ☐  
Room LB-185  
Room FB-900 (Courier Only)☐  
1400 De Maisonneuve Blvd. West☐

**3) Electronic documents:**

Official electronic transcripts can be sent by email only from the institutional domain name (Gmail, etc. addresses are not accepted). Documents sent by email will only be accepted as official if they are sent from the university's official email address.

**For Electronic Emailed Documents:**

application.centre@concordia.ca

**IMPORTANT NOTE: Admission Conditions Compliance-Registration Restriction:**

You must comply with the Conditional terms of your admission. You must arrange for official/sealed/electronic copies of documents to be submitted as outlined in this letter above. Please note that failure to comply with admission conditions will result in a registration restriction being placed on your file.

**Messages:****Please read carefully:****PDF/Conditional Offers of Admission, Confirmation and Registration:**

Please note that Concordia does not mail a hard copy print of the Offer of Admission letter. The PDF attachment of the Conditional or Final Offer of Admission is required to apply for your Study Permit and CAQ. Also note that your conditional offer of admission is sufficient when applying for these immigration authorizations. Concordia University does not re-issue Final Offers of Admission once conditions have been met /are fulfilled.

**\*\*Please also note that it may take several weeks for your CAQ and Study Permit applications to be processed. We recommend that you apply for your CAQ and Study Permit documents as soon as possible.**

**Confirmation & Online Registration-Course Based Programs:**

Once you complete the process of confirming your admission, you must register online for three (3) courses / 9 credits per term to be considered full-time in the University and program. Refer to the 2022-2023 Class Schedules on the Concordia Homepage under Quick Links.

Please check your Concordia Student Portal for posted registration dates for January/winter 2023 of the 2022-2023 academic year, and for registration instructions, please refer to the following link for the student Hub at:  
<http://www.concordia.ca/students/your-sis.html>

Please ensure that you are registering for specific courses that are required for your program. Remember that core program courses are normally taken in the first term of admission. Please check the Graduate Calendar for the 2022-2023 academic year on the Concordia Homepage under Quick Links.

**IMPORTANT NOTE:** If you are not able to join the program for January 2023, or if you are no longer interested in taking a particular course that you have registered for in the winter term, please ensure you drop the course(s) no later than the DROP/DNE deadline for the winter 2023 session. If you do not drop the course(s) by the DROP/DNE deadline for the winter 2023 session, you will be charged for the course(s).

**\*\*Refer to the Concordia Homepage under Quick Links for Important Academic Dates for 2022-2023.**

Please check these and other Important Deadline Dates for the 2022-2023 academic year on the Concordia Homepage under Quick Links when the dates become available. The Class Schedules and Graduate Calendar are also posted here.

**\*\*Please contact your Program Coordinator, Ms. Mireille Wahba or Ms. Silvie Pasquarelli at: ([graduate@ciise.concordia.ca](mailto:graduate@ciise.concordia.ca)) for course registration and program information by the confirmation date indicated above.**

**Designated Learning Institution (DLI)**

Please note all Study Permit applications (IMM 1294 and IMM 5709) must now include a Designated Learning Institution number (DLI #). The DLI for Concordia University is O19359011007.

**Health Insurance and Immigration Procedures**

An insurance policy, covering hospital expenses and medical fees, is compulsory for all international students registered at Concordia University and the premium is automatically charged to your student account. Please refer to the information regarding compulsory student health and accident insurance in the ISO Pre-Departure Guide at <http://www.concordia.ca/iso-pre-departure-guide>.

If you have any questions relating to immigration, housing or health insurance, please refer to the information provided in the ISO Pre-Departure Guide. You may also contact the International Students Office by email at [iso@concordia.ca](mailto:iso@concordia.ca) if you still have any questions after consulting the guide.

### **Tuition and Fees**

The Master's is a 2-year program. The tuition and other fees for an international student is approximately \$7,000.00 per semester for 4 semesters for a total of approximately \$28,000.00 for the 45-credit program. Continuation & other fees will be billed in each subsequent term of registration until you apply to graduate. The number of terms that the continuation & other fees are billed will depend on your progress in your program of study. All registered course credits above the 45 nominal credits in your program will be billed on a "per credit" basis in addition to, and concurrently with, other program fees that are billed. The fees quoted above are estimates as the University reserves the right to modify the published scale of fees without prior notice, at any time before the beginning of an academic term.

Living expenses for one year, including lodging and utilities, food, clothing, public transportation, books and supplies and miscellaneous expenses, can range from \$14,000.00 to \$16,000.00.

Please refer to Student Accounts website for details on the graduate Tuition & Fee and Financial Regulations at <http://www.concordia.ca/admissions/tuition-fees.html>. The University reserves the right to modify the published scale of tuition and other fees without prior notice, at any time before the beginning of an academic term.

### **Governmental Requirements:**

All students are required to have a Permanent Code. To start the process for obtaining one, log into the Student Hub, go to [My CU Account](#) and click on your Student Centre. Then, navigate to your Self Service page and the Personal Information section. Click on Code Permanent Data Form.

Please complete the on-line form and submit the required supporting document, if applicable. International students must submit the required supporting documentation only after they have received a study permit. For more information concerning the required documentation, please visit <http://www.concordia.ca/admissions/tuition-fees/permanent-code.html>.

As a new graduate student, you are required to complete the [Academic Success and Integrity Module](#). This will become accessible 24 hours after you have accepted your Offer of Admission and paid your confirmation deposit.

Please consult the [New Student Guide](#) to familiarize yourself with the steps a new graduate student needs to follow from acceptance to graduation. We also invite you to learn more about GradProSKILLS, a suite of skills development workshops designed to enrich the graduate experience and transition into a future career. Visit <http://concordia.ca/gradproskills> for more information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Aghdam', with a stylized flourish at the end.

Amir G. Aghdam, Ph.D., P.Eng.  
Associate Dean of Graduate Studies  
Gina Cody School of Engineering and Computer Science  
Concordia University

Please note Concordia University reserves the right to modify its academic programs and regulations. The University also reserves the right to modify the published scale of tuition and other student fees at any time before the beginning of the upcoming academic year. Your admission is subject to the statutes, rules, regulations and policies in place at Concordia University, including the policies contained in the University Calendars available online at [www.concordia.ca](http://www.concordia.ca), the policy on Intellectual Property (VPRGS-9), and those of the programs in which you will be registered. We remind you that your obligations commenced with your application to Concordia University and shall terminate in accordance with the University's statutes, regulations and policies. All University policies may be consulted on-line at the following address: <http://www.concordia.ca/web/policies.html>.