Douglas College

# GRADUATION APPLICATION

**Student No.:** _____ Current Credential* ❒ Received:

**Phone No.:** _____ International Student ❒

*VISA/MC#:* _____ *Late Credential ($25) ****** ❒

*Expiry Date:* _____ ***Backdated Credential ($25)**** ❒ ❒ **Pick Up** ❒ **Mail**

**MAILING ADDRESS: P.O. BOX 2503, NEW WESTMINSTER, B.C. V3L 5B2 FAX: 604- 527-5696**

1. **PRINT** your name **EXACTLY** as you wish it to appear on your award. (**DO NOT USE BLOCK CAPITAL LETTERS).**

2. NAME: _____
(First Name(s) (Last Name)

3. ADDRESS: _____

CITY: _____ POSTAL CODE:_____

EMAIL**:** _____

4. I am planning to attend the graduation ceremony**:** YES _____ NO_____
*If you are planning to attend the Graduation ceremony, indicate with an X if the following services are required*:
Interpreting: _____ Special assistance: _____

5. I expect to graduate in: WINTER _____ SUMMER_____
YEAR YEAR

6. I have/will complete all required courses by the end of the _____ semester

7. I expect to receive the following credential:

| | | | | |
|---|---|---|---|---|
| Citation | □ | Diploma | □ | Coop Designation (Diplomas only) □ |
| Certificate | □ | Associate Degree | □ | (COOP 1100 & 1200 or 2300 required) |
| | | Bachelor Degree | □ | |

Program: _____
(EG. Business Management - General Business Diploma)

8. I will be transferring additional courses towards completion of my graduation from: _____
NOTE: In order for your course transfer to be processed you must complete the following 8 weeks prior to Graduation:
1) complete a transfer of credit form and submit to the Registrar's Office
2) submit an official transcript of courses to be transferred.
IF YOUR COURSES ARE IN PROGRESS AT ANOTHER INSTITUTION, WHICH YOU NEED TO TRANSFER IN ORDER TO GRADUATE, PLEASE ATTACH AN UNOFFICIAL TRANSCRIPT FOR THOSE COURSES.

9. I require a confirmation letter to be sent to the following institution: _____
***A confirmation letter will be sent to this institution informing them of your expected graduation date.***

10. I have been given formal approval for the following Course Substitution/Waivers **(please submit with application)**:

_____

NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO ATTACH ANY ADDITIONAL SUPPORTING DOCUMENTATION REQUIRED FOR GRADUATION, IE: FIRST AID CERTIFICATE, OFFICIAL TRANSCRIPTS, ETC.

APPLICATION MAY BE MADE FOR ONLY ONE AWARD IN RELATED FIELDS OF STUDY & WILL BE GRANTED FOR THE HIGHEST ELIGIBLE AWARD ONLY. TO CLAIM A 2ND DIPLOMA EITHER IN THE SAME OR OTHER GRADUATION TERM, AN ADDITIONAL 50% (30 CREDITS) NEW WORKLOAD MUST BE COMPLETED.

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**Students are eligible to receive graduating awards upon completion of program requirements provided they apply for the graduation ceremony that immediately follows the completion date or one ceremony after the program completion date. **All other awards are considered backdated and a fee of $25.00 will be required prior to the ordering of the award. (Subject to change without notification). ***Late applications for current ceremonies are accepted for a short period of time after the posted deadlines. **All applications received after final deadline (April 15th for Summer Ceremony and December 15th for Winter Ceremony) will be forwarded to the next graduation ceremony.**

Any changes or corrections that are not reported to the Graduation Officer (604) 527-5391 immediately and result in the misprinting of an award will result in the student bearing any and all associated costs. The current price for reprinting is $25.00. (Subject to change without notification). Watch for graduation application deadlines.

**I have read and understand the following information on the graduation application and verify that all information I have provided is true and correct to my knowledge.**

**Student Signature**_____ **Date**_____

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**FOR OFFICE USE ONLY**

**Evaluation for _____Graduation** _____ **Ready to Graduate**

_____ **For graduation REQUIRE:** _____**all courses in current program of study**_____

_____**only courses listed:** _____

_____**documentation listed:** _____

_____ **Not ready to Graduate. REQUIRE:** _____

**SIGNATURE - GRADUATION OFFICER**_____**DATE**_____ **(08/06)**