Application Procedures for Convocation and Graduation
For February 2021

Graduate students who wish to graduate at the February 2021 convocation must submit an application by **Friday, October 23, 2020**. Applications submitted via WebAdvisor after October 23, 2020 will be assessed a non-refundable $60.00 late application fee, which will be charged against your student account. The last day to submit an application via WebAdvisor is November 6, 2020.

Once you have submitted your application please access My Application for Graduation on WebAdvisor again and review your application information. Note that any subsequent changes you would like to have made must be requested via e-mail to gradconvocation@uoguelph.ca. The last day changes will be accepted is January 22, 2021.

You must submit an application for graduation regardless of your intent to attend or not attend a ceremony.

**Change to the Name to be printed on your Diploma**

Please note that the names appearing on the degree parchment will be printed in UPPER CASE. The names that appear on the WebAdvisor application are the names under which you are currently registered. If you wish to submit a different name you may do so on your application but for first and middle names, you will also need to complete the Change of Given Names(s) and/or Gender Identity Information Form on the Downloads page https://www.uoguelph.ca/registrar/downloads. Send your completed form to gradconvocation@uoguelph.ca, you MUST then send a separate email from your University of Guelph email account to verify this request. If you do not verify your request, your name change will NOT be processed.

To change your SURNAME, please contact Enrolment Services at es@uoguelph.ca for instructions.

Name changes and supporting documentation for Winter Convocation will be accepted until January 22, 2021.

Please also note that reference to a maiden name (in the format: née SMITH) are not permitted, nor are titles (eg. Dr.) or previously earned academic degrees (eg. D.V.M.)

If you plan to work overseas or in the USA, please make sure the name(s) you request to appear on your degree parchment match the name(s) on your current passport.

**Mailing Address**

It is very important that your Mailing Address is kept current and that any changes to addresses are communicated to the Graduate Convocation Coordinator and Enrolment Services, UC level 3, especially if your parchment is being mailed to you following Convocation. If your diploma is returned to this office because you have moved and not notified us of the change, we will not bear the expense of sending it again.

**Program/College**

This displays the degree, specialization(s) and college in which you are currently registered. If the program displayed is not the one to which you wish to apply to graduate you must contact the convocation coordinator at gradconvocation@uoguelph.ca immediately indicating the program to which you wish to apply. Note that once you have graduated, the degree and specialization information will appear on your official transcript. Only your degree program (i.e. Master of Arts, Doctor of Philosophy) appears on your parchment.

**Select Degree Designation**

You may choose an alternate degree designation on your diploma. For example:

- Instead of "Master of Arts", the diploma would read "Magisteriate in Arts"
- Instead of "Master of Science", the diploma would read "Magisteriate in Science"
- Instead of "Doctor of Philosophy", the diploma would read "Doctorate in Philosophy"

The last day changes to this designation will be accepted is January 22, 2021.

Students who wish to cancel an application must do so in writing to gradconvocation@uoguelph.ca. If the parchment order has been submitted for printing, a $15.00 cancellation fee will be assessed.

**The Convocation Ceremony**

Effective February 2020 senate approved a motion to end the practice of holding Winter (February) Convocation ceremonies. This decision only affects the ceremony. **Students who finish their studies in the Fall semester will still be able to receive their degree parchment in the Winter semester** and will be welcome to attend the June Convocation ceremony and formally cross the stage at that time.

If you wish to participate as a “walk through” at the June 2021 ceremony please email gradconvocation@uoguelph.ca ASAP after submitting your graduation application, but no later than Friday, May 21, 2021.

If you have any questions please contact gradconvocation@uoguelph.ca