Application Procedures for Convocation and Graduation
For October 2021

Graduate students who wish to graduate at the October 2021 convocation must submit an application by **Thursday, June 24, 2021**. Applications submitted via WebAdvisor after June 24, 2021 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 July 9, 2021.

Once you have submitted your application, please access My Application for Graduation in WebAdvisor again and review your application information. Note that any subsequent changes you would like to have made must be requested via email to gradconvocation@uoguelph.ca. The last day changes will be accepted is September 17, 2021.

You must submit an application for graduation regardless of your intent to attend or not attend the 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 UPPERCASE. 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 will be accepted until September 17, 2021.

Please also note that reference to 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 the 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 Graduate 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 Science, Doctor of Philosophy etc.) appears on your parchment.

**Select Degree Designation**
You may choose an alternate, gender neutral 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 September 17, 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 then a $15.00 cancellation fee will be assessed.

**The Convocation Ceremony**
Ceremonies for the Fall 2021 graduates are currently scheduled to be held on Tuesday, October 12, 2021. Exact times for each of the individual programs have not yet been established. This will be communicated to you in an email that will be sent to your @uoguelph.ca address.
The University is closely monitoring the development of the COVID-19 pandemic. This is an evolving situation and we will post any changes affecting convocation as soon as they are available. Please monitor the convocation web page (https://www.uoguelph.ca/convocation/) for convocation updates and information.

For the latest information on the University’s response to the COVID-19 pandemic, please visit the University of Guelph’s COVID-19 website (https://news.uoguelph.ca/2019-novel-coronavirus-information/).

If you have any questions please contact Liz Dunne, Graduate Convocation Coordinator, at gradconvocation@uoguelph.ca.