



Office of Graduate Studies

Application for Graduation

Last Name: _____ First Name: _____
 Student ID: _____ Degree Program: _____
 Department/School: _____

PLEASE REFER TO THE ATTACHED INFORMATION FORM BEFORE COMPLETING THIS APPLICATION

In compliance with the regulations, I hereby submit my application to graduate at the next graduation ceremony in _____. **Payment of a \$60.00 late fee must be made at Enrollment Services before submitting this form to the Office of Graduate Studies.**

Signature: _____ Date/Time: _____

Please PRINT your name below as you wish it to appear on the parchment. Note that only legal names may be used. Since the diploma is printed some weeks in advance, no changes may be made.

If you wish to have an *alternate degree designation*, select from the following choices:

Magisteriate In Doctorate In

Please print the name of your **advisor**: _____

Select One: Degree by Courses only OR Courses and Major Paper/Project
 Degree by Thesis

Permanent (Home) Address:

Address: _____
 City: _____ Province: _____ Postal Code: _____
 Country: _____
 Telephone Number: _____ Email: _____

Mailing Address: same as permanent, or:

Address: _____
 City: _____ Province: _____ Postal Code: _____
 Country: _____

OFFICE USE ONLY

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Completion Date: _____ Rebate: _____

Protection of Privacy: We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the [Office of Graduate Studies](#) at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).

THE APPLICATION

Each student who wishes to graduate must submit a formal application no later than the date published in the Graduate Calendar as the “last date for application to graduate”. Applications received after the published date will be processed for the following convocation.

IF YOU WISH TO GRADUATE, AN APPLICATION MUST BE SUBMITTED REGARDLESS OF YOUR INTENTION EITHER TO ATTEND THE CEREMONY OR TO HAVE YOUR DEGREE PARCHMENT MAILED TO YOU FOLLOWING THE CEREMONY.

SURNAME TO APPEAR ON PARCHMENT: You may use the surname under which you are currently registered. Should you wish to have a different surname on the diploma, appropriate verification (e.g. birth certificate, marriage certificate, passport, legal name change, etc.) for that surname will be required.

GIVEN NAMES: Most students have their full given names appear on their diplomas rather than some combination with initials; however, this is not mandatory. If you are adding names which do not appear on our files, your application cannot be processed until you submit appropriate documentation (see above). Please also note that reference to maiden name (in the format: née SMITH) are not permitted, nor are titles (Dr.) or previously earned academic degrees (D.V.M.)

CAUTION: If you plan on working 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.

ALTERNATE DEGREE DESIGNATION: You may choose an alternate degree designation (a gender-neutral term) 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”.

As a service to graduands, a photographer will take a personal photo during convocation of each graduate on stage with the Chancellor or Vice-Chancellor. You will be able to view your photo and order copies online at Orderphotos.ca immediately following the Convocation ceremony.

It is very important that your **MAILING ADDRESS** is kept current and that any changes to addresses are communicated to the [Convocation Clerk](#) in Enrolment Services, especially if your parchment is being mailed to you following Convocation. If your diploma is returned to Enrolment Services because you have moved and not notified us of the change, we will not bear the expense of sending it again.

Details concerning the convocation ceremony, gowning and ticket acquisition will be emailed to you in advance of the ceremony. For additional information you can also review the University's [Convocation website](#).

If you are unable to attend the Convocation Ceremony at which you would normally graduate, you do have the opportunity to WALK THROUGH the very next ceremony. You must inform the [Convocation Clerk](#) at: in writing of your intention, no later than the deadline for applications for the particular Convocation that you wish to attend.