REQUEST TO GRADUATE

GEORGIAN
YOUR COLLEGE · YOUR FUTURE

IMPORTANT – PLEASE READ BEFORE COMPLETING THIS APPLICATION

- **If you have any outstanding fees with Georgian College, you will be allowed to graduate and attend the convocation ceremony, but you will not receive your diploma/certificate until the outstanding balance is cleared.**
- **If you are ineligible to graduate on the expected date that you indicate below, or withdraw your application, you must submit a new Request to Graduate with a revised completion date.**
- **It is your responsibility to ensure that any Prior Learning (transfer credits) have been received and approved by the Office of the Registrar.**
- **If any of the information below changes prior to Convocation you must inform the Office of the Registrar.**

(Print clearly in upper and lower case.)

Student Number	Full Formal Name (This is the name that will appear on your diploma which must match that found on Banner) First Name Middle Name Last Name

Address	City/Town	Province/State	Postal Code
Country	Telephone ( )	Hometown To be printed in the Convocation Program. If blank, your mailing address will be used.	

IF YOUR MAILING ADDRESS IS DIFFERENT FROM THE ONE WRITTEN ABOVE, IT WILL BE CHANGED ON OUR SYSTEM.

Date all program requirements will be met	Day Month Year	Program title and length (use separate form for each program)	Campus:
Are you graduating from more than one program this year? If so please complete a separate application for each program.			

IF YOU REQUIRE SPECIAL ACCOMMODATION FOR THE CEREMONY DUE TO PHYSICAL LIMITATIONS PLEASE CHECK HERE ☐
IF YOU ARE AN INTERNATIONAL STUDENT PLEASE CHECK HERE ☐

PLEASE CHECK *ONLY* ONE OF THE FOLLOWING OPTIONS. NOTE: If you choose to attend the ceremony your diploma/certificate will be issued to you at that time. For Barrie, Orillia and Owen Sound Graduates - if you choose to have your diploma/certificate mailed, you will not be invited to attend the ceremony and your name will not be included in the program.

I will be attending the convocation ceremony. I understand that if my form is not received by the deadline, I will not be eligible to attend the ceremony and my diploma will be mailed to me.	
I would like my diploma/certificate mailed to me. I understand that I will not be invited to attend the convocation ceremony.	
I would like my diploma/certificate couriered to me with a charge of $15.00 plus GST within Ontario (for other destinations please check with the Office of the Registrar) and I understand that I will not be invited to attend the convocation ceremony.	
I will pick up my diploma/certificate, please call me when ready. I understand photo identification is required and that I will not be invited to attend the convocation ceremony.	
I am requesting a reprint of my diploma/certificate and have included a letter of explanation outlining the circumstances. This does not automatically guarantee the replacement of the diploma/certificate (a charge of $54 applies and must be paid in advance).	

NOTE: A charge of $81.44 is applicable to all new graduates. If you have been a full-time student at Georgian these fees were paid in your first year assessment and no payment should accompany this form. Exceptions: *Recognition of Successful Completion and Certificate of Achievement* pays only convocation fee of $30.59. If you have not paid these fees please submit payment with this application.

Signature	Date

☆ PLEASE ALLOW *EIGHT WEEKS* FOR PROCESSING ☆

FOR OFFICE USE ONLY

Application Tracked		Tickets Issued		Program	

Georgian Scholar	YES	NO	PWA

Convocation Fee		**Outstanding Fees**	
Courier Fee		**Amount**	

Signature	Day Month Year	Date Credential Granted	Day Month Year

Office of the Registrar, One Georgian Dr, Barrie, ON L4M 3X9
(705) 722-1511 FAX (705) 722-5118