

# GRADUATION CREDENTIAL REQUEST FORM

Students wishing to participate in Kwantlen's Convocation Ceremony must **additionally submit a Convocation Ceremony and Regalia Application Form** by the published deadline. Forms are available online at [www.kwantlen.ca/convocation](http://www.kwantlen.ca/convocation)

Student No. \_\_\_\_\_

FULL LEGAL NAME (NO INITIALS)	
Surname (Legal Last/Family name)	Legal Given First Name

CONTACT INFORMATION							
<i>All correspondence will be sent to your kwantlen.net account</i>							
Mailing Address		City / Municipality					
Province	Postal Code	Home Telephone	<b>Please send all my Kwantlen mail to this address, effective:</b> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>DD</td> <td>MM</td> <td>MM</td> <td>YYYY</td> </tr> </table>	DD	MM	MM	YYYY
DD	MM	MM	YYYY				

GRADUATION INFORMATION	
I am applying to graduate with the following credential: (Please check one and declare one program). <b>Note: Duplicate credentials are \$25.</b>	
<input type="checkbox"/> Certificate of Completion <input type="checkbox"/> Citation	<input type="checkbox"/> Certificate <input type="checkbox"/> Advanced Certificate
<input type="checkbox"/> Diploma <input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Post Baccalaureate Certificate or Diploma
<b>Program:</b> _____ (Program Title - e.g. Bachelor of Arts or BBA)	<b>Option:</b> _____ (e.g. Major in History, Double Minor in Hist/Engl, Accounting, or Co-op)

CREDENTIAL ASSESSMENT DATE	
Credential assessments are only done one time per request. If your request is deemed ineligible, you are required to re-submit another Graduation Credential Request Form to be re-evaluated. <b>Please indicate if you want to be evaluated for the year you declared your program or completed the program:</b>	
<input type="checkbox"/> _____ program start date (mm/yyyy)	<b>or</b> <input type="checkbox"/> _____ program end date (mm/yyyy)

ACADEMIC HISTORY	
<b>Have you ever received Transfer Credit from another institution or Prior Learning Credit?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, list the name of the Institution(s): _____ <b>Note: If you are including credits earned at another institution to meet the graduation requirements, you must receive prior approval for Transfer Credit 8 to 12 weeks in advance of applying for your graduation credential.</b>	
<b>Have you ever been granted formal approval for any Course Substitutions?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, please list the subject and course number(s): _____	
<b>Have you received formal permission for an extension of your graduation date?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No	

All students must submit a Graduation Credential Request Form to receive their credential and be eligible to participate in the next Convocation Ceremony. There is no additional fee for participating in the Convocation Ceremony. **Convocation Ceremony and Regalia Application Forms** are available from any Student Enrolment Services Office or online at [kwantlen.ca/convocation](http://kwantlen.ca/convocation)

In signing this Graduation Credential Application Request Form, I understand that this information may be used for the purposes of admission, registration, research, alumni and Foundation Office, student association and other purposes consistent with the mandate of the institution. Kwantlen Polytechnic University reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their application for credentials.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use only				
Received Date	Initials	Original <input type="checkbox"/>	\$25 Duplicate <input type="checkbox"/>	Holds <input type="checkbox"/>