

GRADUATION CREDENTIAL APPLICATION
REQUEST FORM

Received Date _____

Office Initials _____

- Original
 Duplicate (\$25.00)
 Holds

Name: _____ Student Number: _____

(Please print your name. Your full legal name will be printed on parchments)

Address: _____ City: _____

Postal Code: _____ Telephone Number: _____ E-Mail: _____

Please send all my Kwantlen mail to the above address, effective:

I believe that I am eligible to graduate with the following credential: (Please check one and declare one program)

- | | |
|--|---|
| <input type="checkbox"/> Certificate of Completion | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Citation | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Bachelor Degree |
| <input type="checkbox"/> Advanced Certificate | |

Program: _____
(Program Title - e.g. Bachelor of Arts)

Option: _____
(e.g. Psychology or double minor in Hist/Engl)

Credential Assessment and Date:

A credential assessment is only done one time per request. If you apply and your request is deemed ineligible at the requested assessment date, you will be required to re-submit another Graduation Credential Request Form to have your credential assessment re-evaluated. **Please indicate if you want to be evaluated for the year you started your program or when you completed the program:**

- _____ or _____
(program start date) (program end date)
(mm/yr) (mm/yr)

Have you ever received Transfer Credit from another institution or Prior Learning Credit?

Yes or No If yes, list the name of the Institution(s): _____

Have you ever been granted formal approval for any Course Substitutions or Exemptions?

Yes or No If yes, please list the subject and course number(s): _____

Have you received formal permission for an extension of your graduation date? Yes or No

All students must submit a Graduation Credential Request Form in order to receive their credential and to be invited to the next Convocation Ceremony. **The fee for all duplicate credentials is \$25.00 each.**

Please 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. This form is only an application for a credential. **Students wishing to participate in Kwantlen's Convocation Ceremony must submit a Convocation Ceremony and Regalia Application Form by the published deadline.** These forms are available from any Admissions Office or online. There is no additional fee for participating in the Convocation Ceremony.

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: _____