



APPLICATION TO GRADUATE

****Not for use by Continuing Education Certificate Programs**

****Full-time students** in the normal stream of their program do not need to apply to graduate

THIS APPLICATION IS NOT A CONFIRMATION THAT YOU WILL GRADUATE

- *Prepare this form only if you are completing your post secondary program through part-time studies or if you are not in the normal stream of your fulltime program.
- **Full-time students in the normal stream of the program are not required to complete an application to graduate form. Once all the requirements to graduate are met, your credential will be processed.
- If you are unsure about your graduation status or eligibility to graduate, contact your academic division.
- If your address has changed, contact your campus student service centre or submit a change of address on STU-VIEW – we will not be able to send you information if it is not updated
- If your address changes after convocation, please inform the student service centre and the alumni office to help us keep in touch with you.
- **The name on your academic record will be the name that appears on your credentials.**
- If you are unsure of the name and address currently on your academic record, please verify them with your campus student service centre or check STU-VIEW.
- **Advise the Records department (address/fax below or on-line RSVP), if you do not want your name published in the convocation program.**
- **If you plan to attend the convocation ceremonies you need to complete the on-line RSVP.**
- **Information regarding convocation will be published on the College website at:**
<http://www.georgebrown.ca/convocation/index.aspx>

PLEASE PRINT CLEARLY & COMPLETE ALL INFORMATION

Student ID number: _____

Last Name: _____ First Name: _____

Middle Name: _____

Telephone No.: _____ Email: _____ Date _____

Program Code: _____ Program Name: _____

Expected Completion Date: Year _____ Month: _____

***NOTE:** If you do not graduate by the completion date indicated, you will need to resubmit another application.*

Applications received up to April 1st of the convocation year will be processed for that convocation. If April 1st falls on a weekend the deadline for applications will be extended to the next business day.

**Submit Applications to:
Records Department, Office of the Registrar
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9 Fax: 416.415.4289
Contact: 416-415-5000 ext. 4517 or 4503**

Freedom of Information and Protection of Individual Privacy Act:
The personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002. The information is used for the administrative and statistical purposes of the College including but not limited to, Admissions, Registration and maintaining records, as well as Awards and Scholarships; Alumni and College Foundation administrative functions and/or the Ministries or Agencies of the Government of Ontario and the Government of Canada. This information is being collected under section 39 (2) and section 42 of the Freedom of Information and Privacy Act of Ontario. If you have any questions or concerns related to Freedom of Information and Privacy please contact the FOI Coordinator for the College at 416-415-5000 ext.4646.