



Graduation Credential Request

Received Date _____
Office Initials _____
Original or Duplicate _____

Name: _____ **Student Number:** _____
(Please print your name. Your full legal name will be printed on parchments)

Address: _____

Postal Code: _____ **Telephone Number:** _____

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

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

Program: _____
(Program Title) (e.g. Associate of Arts)

Option: _____
(e.g. Psychology)

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

Yes or No If yes, to Transfer Credit, list the name of Institution(s):

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

Yes or No If yes, please list the course, course number and credits received:

Graduation Ceremony Information: Do you plan on attending? Yes or No

Signature: _____ **Date:** _____

All students must submit a Graduation Credential Request Form in order to receive their credential. A \$15.00 graduation credential fee must accompany this application. The fee for duplicate copies of a credential is \$25.00. Students, who are found not eligible to Graduate, will be required to re-apply and re-pay for Graduation. **Fees are subject to change without notice.**

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 Graduation Ceremony must submit a Graduation Ceremony and Regalia Application Form by April 15th. These forms are available from any Admissions Office or on-line. There is no additional fee for participating in the Graduation Ceremony.

Personal information is collected on this application pursuant to the College and Institutes Act and the Freedom of Information and Protection of Privacy Act for Graduation and other University College purposes. This information may be provided to Kwantlen's Alumni Association and Office of Institutional Research so that it may conduct its normal functions, including communicating with its membership and supporting activities, services, products and research.