

### IMPORTANT INFORMATION

**APPLICATION DEADLINE: FEBRUARY 1<sup>st</sup>**

#### APPLICATION FEE

The graduation application fee is \$25.00 (non-refundable). Applications received after the application deadline will be charged an additional \$25.00 late fee.

#### MULTIPLE CREDENTIALS

You must complete a separate application form for each credential. A minimum of 50% of credits applied to the second credential of the same level must be new courses. See Credential Regulations.

#### CONVOCATION CEREMONIES

Convocation will take place in early June 2018. Specific ceremony dates and times will be posted on [www.langara.ca/convocation](http://www.langara.ca/convocation) when they become available.

#### CREDENTIALS

Credentials are conferred at the annual Convocation Ceremonies and will not be available prior to the scheduled ceremony dates. Students who do not pick up their credential at the Convocation Ceremony will be able to pick them up from Registrar and Enrolment Services for a ten day period after the ceremonies have concluded. Please note that credentials are only held for pick-up for a limited time. Unclaimed credentials that have not been picked up within ten days following the ceremonies will be mailed to the address we have on file. Please ensure your address is current in your mylangara account.

#### ELIGIBILITY

It is your responsibility to ensure that you have met all of your credential requirements. Please ensure that all of your registration is in place for your final classes before submitting your application for graduation. If you are not eligible for graduation, a letter will be issued stating the reasons why. If your application is pending successful completion of your currently registered course(s), there will be no correspondence until we re-evaluate your application after the semester has ended. If your application is approved, a graduation confirmation letter will be issued. Once your application has been approved, there will be a notation on your transcript indicating the program and completion semester. Parchments are issued only once per year in June.

#### STUDENT RECORD

If you are not currently officially declared into the program you wish to graduate from, the program on your student record may be changed to match the credential awarded.

#### HOLDS ON YOUR ACCOUNT

Credentials will not be released if fees or fines are owed to the College.

#### TRANSFER CREDIT

You must complete the final 40% of your program at Langara. If you are applying for transfer credit, you must submit a Transfer Credit Request Form with an official transcript to Registrar & Enrolment Services before January 3<sup>rd</sup>, 2018. All courses and credits required (including transfer credits from other institutions) for your credential must be on your Langara transcript before April 30<sup>th</sup> to be considered for Convocation in June.

#### GRADUATION ADJUDICATION

Graduation Adjudication is intended for students who wish to graduate and require an exemption from the standard requirements of the Program and/or College policy. The deadline to submit a Graduation Adjudication Request is February 1<sup>st</sup>.

#### CREDENTIAL POLICY AND REGULATIONS

Credential Policy and Regulations are available online at [www.langara.ca/registration-and-records/credentials/](http://www.langara.ca/registration-and-records/credentials/)

#### USE OF INFORMATION

Unless otherwise notified in writing, your name, address, phone number, credential received, and year graduated will be provided to College Advancement and Alumni Relations. Your name will also be published in the convocation program.

### STUDENT INFORMATION

LANGARA ID: \_\_\_\_\_ I am an international student:  Yes  No

LEGAL SURNAME: \_\_\_\_\_ LEGAL FIRST NAME: \_\_\_\_\_

I understand my parchment will be printed with my legal name. I have verified my name, address, email, and phone number via myLangara.

### CREDENTIAL INFORMATION

- Bachelor Degree       Associate of Arts Degree       Associate of Science Degree       Diploma  
 Certificate       Citation       Post-Degree Diploma       Post-Degree Certificate

PROGRAM NAME: \_\_\_\_\_ CO-OP:  Yes  No

I will complete my last course for this program in:  Spring (Jan-Apr)  Summer (May-Aug)  Fall (Sep-Dec) YEAR: \_\_\_\_\_

### TRANSFER CREDIT

- I have no transfer credit and have taken all my required courses for graduation at Langara College.  
 I have transfer credit. All of my required courses for graduation have been transferred and appear on my Langara transcript.  
 I have submitted my transfer credit request form. Hold my graduation application until my transfer credit request is complete.

### CONFIRMATION OF GRADUATION ELIGIBILITY

- Students will receive a complimentary graduation confirmation letter that will be issued once their application has been approved.
- I will wait for the complimentary graduation confirmation letter. (No additional fee - 6 to 8 weeks processing after final grades)  
 I require a letter earlier (for work permit, employment, or admission purposes) **and my request form is attached.** (Additional fee)

### CONVOCATION INFORMATION

- I will attend the Convocation Ceremony. Information about ceremonies, regalia, and tickets will be sent closer to convocation.  
 I will not attend the Convocation Ceremony.

### DECLARATION OF APPLICANT

I understand that the ceremonies are live-streamed on the Web, and I understand that any pictures of graduates or the event may be shown on the College website and may be used for promotion of future convocations. A third-party photography company will be photographing graduands. Langara College will provide the photography company with your name, email, phone number, and mailing address for mailing proofs. Langara College will provide a ticketing company with your name, email, and student ID number for the purposes of confirming eligibility to graduate in order to attend the ceremonies and request tickets for guests. I have read, understood, and agree with the statements within this application.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY							
Catalog Date:			Date	Initial		Date	Initial
Program Applied for:	SPAIDEN <input type="checkbox"/>	SHADEGR <input type="checkbox"/>	GP <input type="checkbox"/>		PA <input type="checkbox"/>		
Major/Concentration	SGASTDN <input type="checkbox"/>	SHADIPL <input type="checkbox"/>	PF <input type="checkbox"/>		AP <input type="checkbox"/>		
Completed:	SMARQCM <input type="checkbox"/>	SHACATT <input type="checkbox"/>	PD <input type="checkbox"/>		GR <input type="checkbox"/>		
Final CGPA:	SHARQTC <input type="checkbox"/>	SFAREGS <input type="checkbox"/>	PT <input type="checkbox"/>		NE <input type="checkbox"/>		
Credential Policy (F1001) <input type="checkbox"/> Jan 1/14 <input type="checkbox"/> Dec 31/13 and prior	SZRTRSP <input type="checkbox"/>		PH <input type="checkbox"/>			Verification:	
Distinction GPA: <input type="checkbox"/> DSTCT entered							
COMMENTS:							

### SUBMIT COMPLETED FORM WITH CORRECT FEE

In person or mail to: Registrar & Enrolment Services, Langara College, 100 West 49<sup>th</sup> Ave., Vancouver, BC V5Y 2Z6  
 By Email: [gradeval@langara.ca](mailto:gradeval@langara.ca) By Fax: 604.323.5590

Payment Authorization: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard	PAID STAMP HERE
Card Number: _____ Expiry (MM/YY): _____	
Cardholder's Signature: _____	